Prescreen Corrections Quick Reference

1. Log in to Electronic Plan Review – click on the link provided in the Prescreen Corrections Task Email

2. Click on the Tasks Tab on the Main Page

3. Click on the Prescreen Corrections Task

4. Accept the Task

5. View the Checklist Items to see what changes are required

6. Provide Applicant Responses next to each Checklist Item

    1) Scroll to the right

    2) Click in the box next to each item beneath the Applicant Response Column

    3) Type the response

    4) Click Save after each entry

    5) Click Save and Close at the bottom of the Checklist Items page

7. Upload corrected files

    Note: Corrected files must have the **same name** as the originally submitted files to ensure proper versioning of your files and to help expedite the review process.

    If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010.1.

8. Check the box indicating the corrected files have been uploaded

9. Click return to Saint Paul