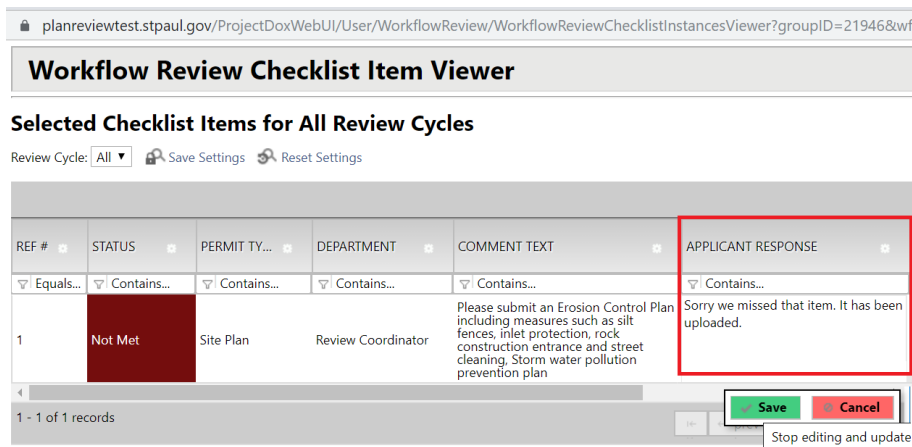


Applicant Resubmit Quick Reference

1. Log in to Electronic Plan Review – click on the link provided in the Applicant Resubmit Task Email
2. Click on the Tasks Tab on the Main Page
3. Click on the Applicant Resubmit Task
4. Accept the Task
5. View the Changemark Items to see what corrections are required on the plan pages
6. View the Checklist Items to see what changes are required
7. Provide Applicant Responses next to each Checklist and Changemark 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



8. 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.
9. Check the boxes indicating that each item has been reviewed and addressed
10. Click Resubmit Complete



- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.