

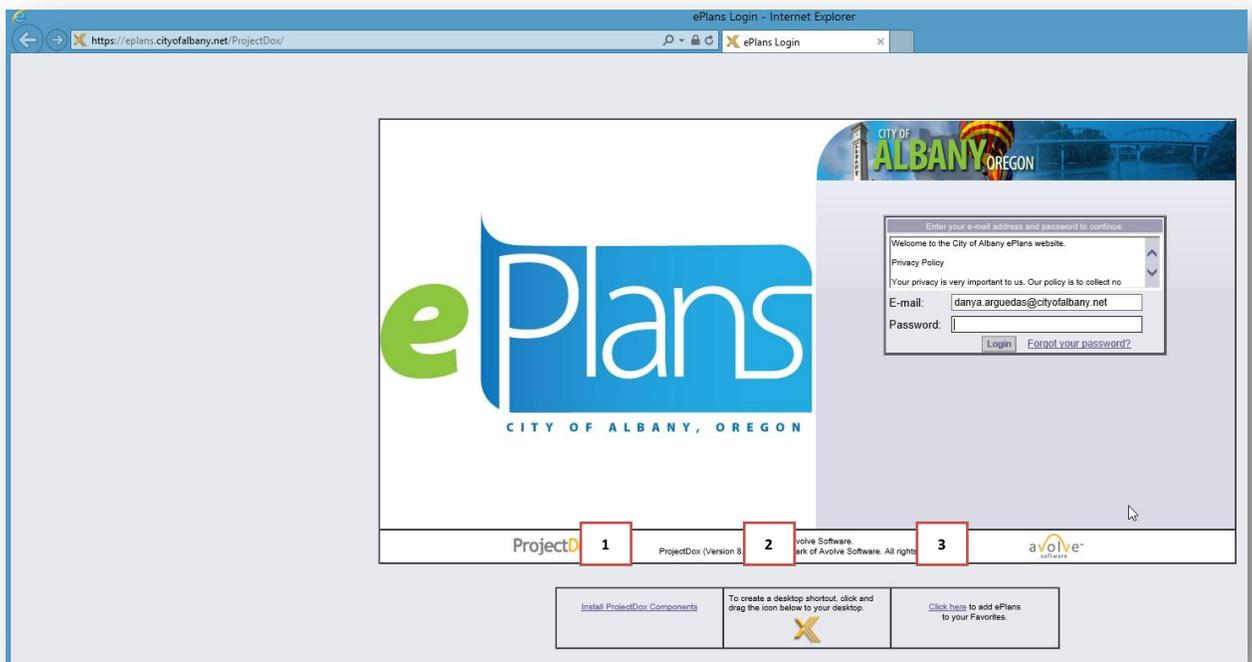
## Deferred submittal – How to upload your plans in the ePlans system

Deferred submittals are handled through a different ePlans process than the initial project submittal. **There are no Task prompts to remind you to complete ePlans steps with deferred submittals.** It will be important to communicate with the City of Albany throughout the submittal process, outside of ePlans (via email or phone).

Provided below is a quick overview of how you will complete deferred submittals on your project.

Log into your ePlans account: <https://eplans.cityofalbany.net/projectdox/>

1. You will need to install the Project Dox components onto your system the first time you use ePlans.
2. You can add this site to your Favorites
3. And as a shortcut on your desktop from this page.

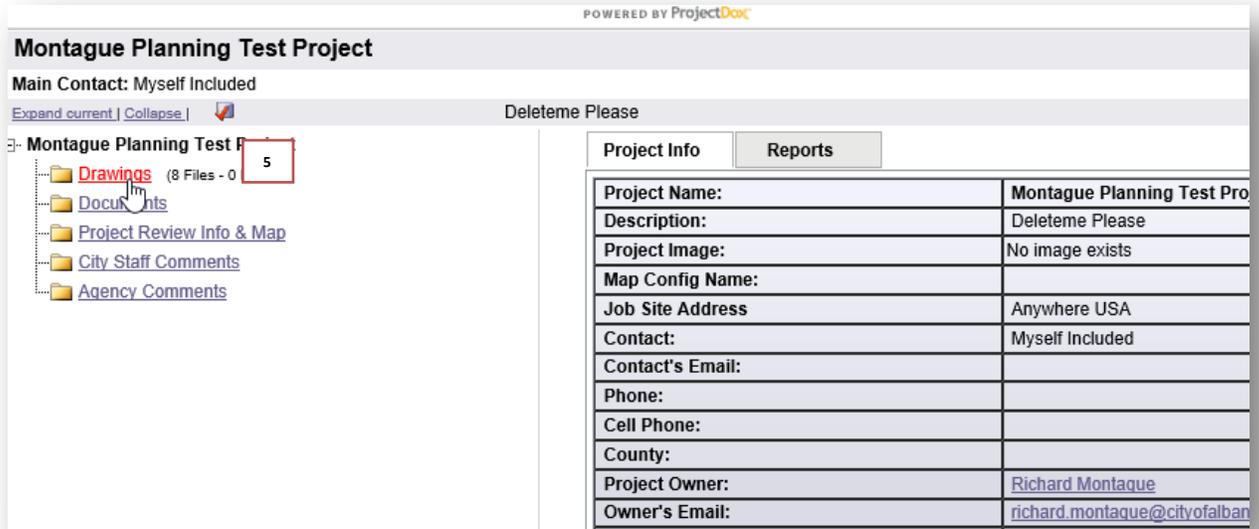


4. Click on the Project number on the ePlans home page.

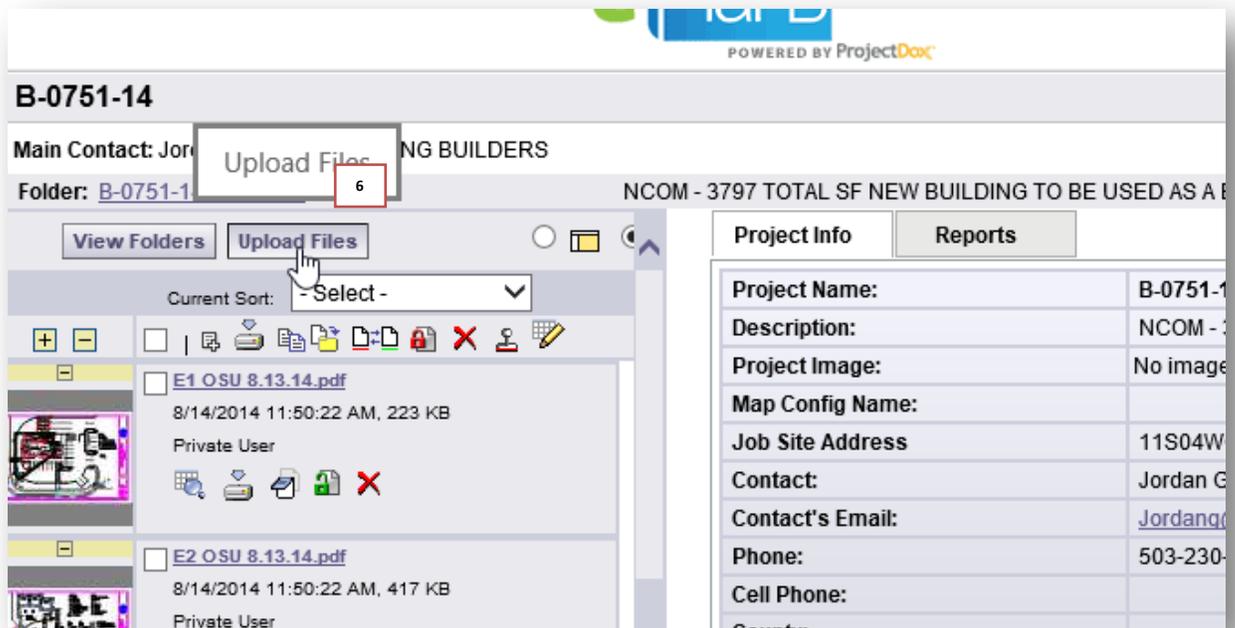


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5. Choose the correct folder; load your drawings into the Drawings folder, your documents into the Documents (specs, calcs, etc) folder. **Each drawing sheet needs to be loaded as 1 page**, you can load multi-page **documents**.

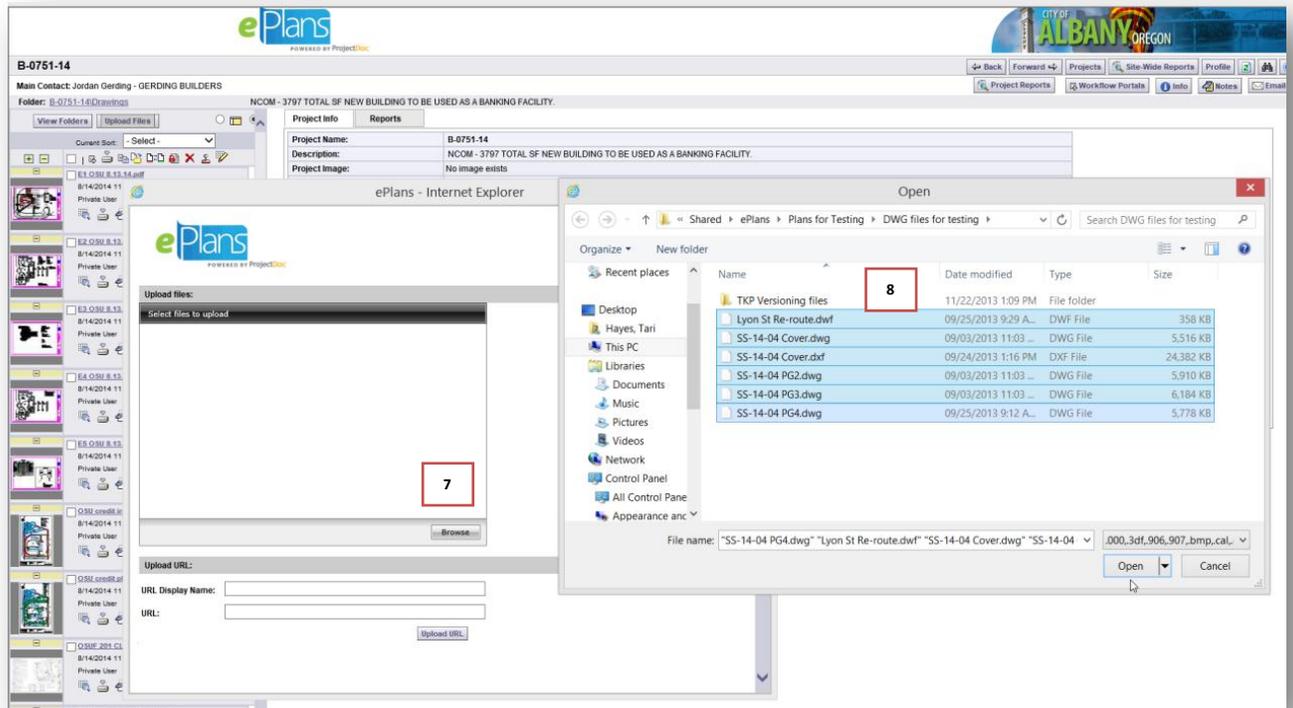


6. Click on the "Upload Files" button.



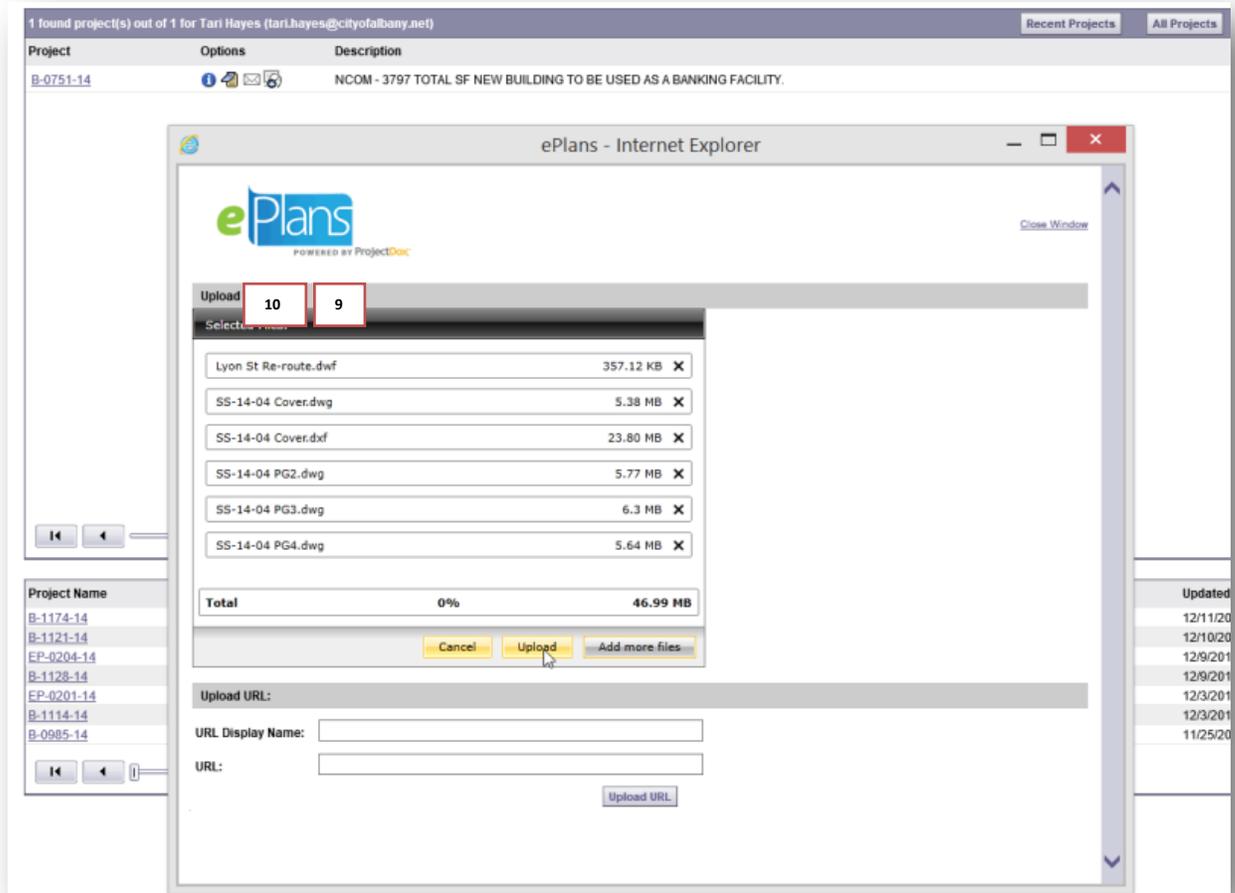
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7. Browse to the drawings or documents in your system.
8. You can load multiple pages at once by dragging and dropping or Shift/Ctrl and “Open”.



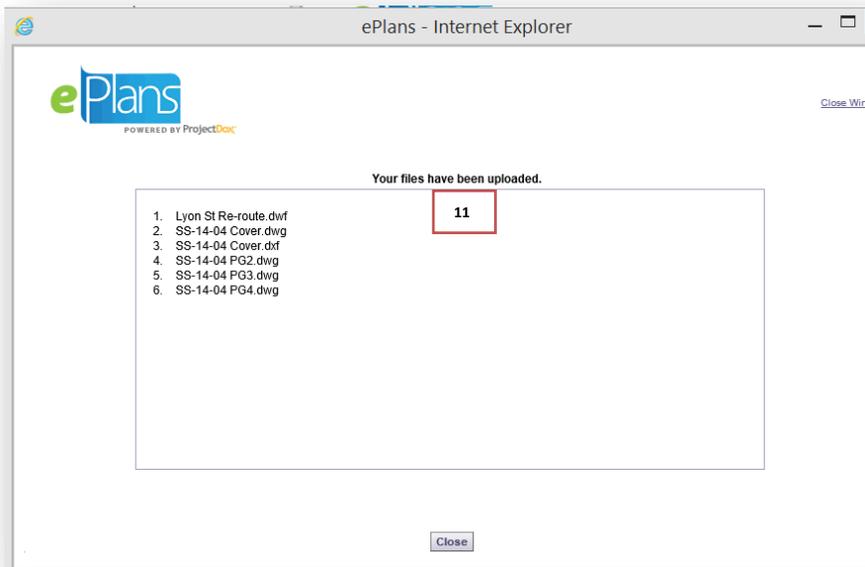
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9. If you need to add additional files, click on the “Add more files” button.
10. When you’ve added all of your files for that folder, click the “Upload” button.



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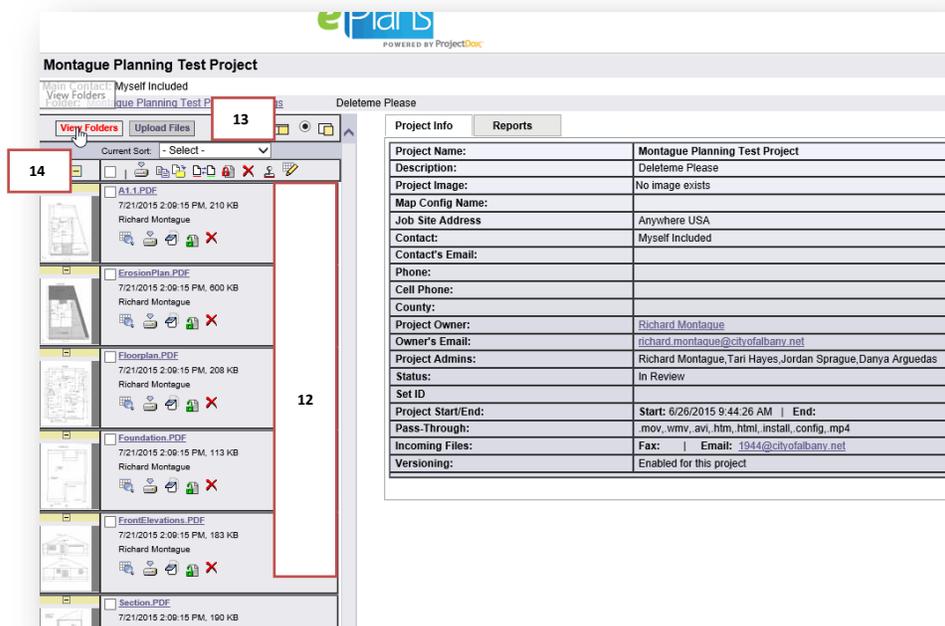
11. You will see a confirmation when all of your files are uploaded.



12. You can now see the new pages in your folder.

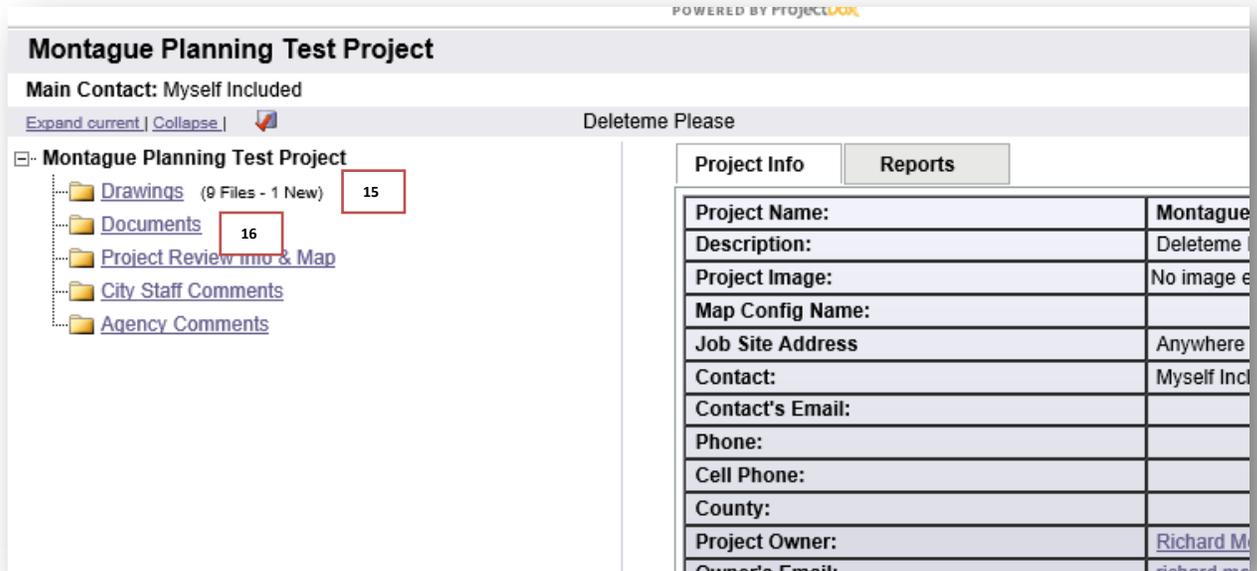
13. You may want to sort newest to oldest in the "Current Sort" field at the top of the column.

14. When finished, click on "View Folders" to return to the folders.



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15. You should now see a quantity of new files (in this example there are 6 new files in the Drawings folder).
16. Repeat the steps to load files to another folder by clicking on that folder.



17. When you are done uploading you can close out of the program by clicking the big red X in the upper right corner of the program.
18. Please send [eplans@cityofalbany.net](mailto:eplans@cityofalbany.net) an email when you are finished uploading your files.
19. We will begin our review and contact you with questions during the review.
20. We will call you for any additional fees that may be due, once we have a complete set of approved plans.
21. Once fees are collected you will be given access to the new, approved plans that you can then download.

Please let the City know if you have any questions or run into any problems along the way.

[eplans@cityofalbany.net](mailto:eplans@cityofalbany.net)

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