EPR staff uses the ProjectDox EForm to communicate with the applicant. Comments are entered during the prelog, fee payment and review completion process. Applicants are encouraged to use the ProjectDox EForm to respond or communicate with EPR staff.

I. View Comments in ProjectDox EForm

1. Log in to the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.

2. Click on the appropriate task link underneath the “Task” column.

3. A popup box will appear. Click “OK” to launch the EForm.

4. After the EForm loads, scroll down to the bottom of the page to view the comments.
II. View Comments Using the PDS – Project Comments Detail Report

1. After logging onto the ProjectDox system find your project by clicking on the “Task (PD)” button on the left side of the screen.

2. Click on the project name link to access the project home page.

3. In the project home page, click on the “Project Reports” button.

4. A window will open within the project home page with several report choices. Click on the icon next to “PDS – Project Comments Detail”. 
5. After clicking on the view icon, a report will generate summarizing all Eform comments as shown below. The report can be exported by selecting the desired format from the “Select a Format” menu and then by clicking “Export”.

<table>
<thead>
<tr>
<th>Task/Subject</th>
<th>Date/ReviewCycle</th>
<th>Last Updated</th>
<th>Category Comment</th>
</tr>
</thead>
</table>