



To proceed with uploading drawings and supporting documents into the ProjectDox system, the Online Application will need to have been completed in PDD Online.

I. Accessing the Project Submittal

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.



Project Name	Task	Attached To	Status	Priority	Due date	Created On
Rodriguez - Fire - 04072017134627	ApplicantUpload_Confirmation	APPLICANT	Pending			4/7/2017 1:46:37 PM
Rodriguez - Fire - 04072017150134	ApplicantUpload_Confirmation	APPLICANT	Pending			4/7/2017 3:01:47 PM
Rodriguez - Civil - 08212018142239	ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:22:47 PM
Rodriguez - Civil - 08212018143221	ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:32:24 PM
Rodriguez - Civil - 08212018144310	ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:43:12 PM
Rodriguez - Civil - 08212018144624	ApplicantUpload_Confirmation	APPLICANT	Accepted			8/21/2018 2:46:27 PM

II. Uploading Files

1. In the project home page, click on any of the folder links located on the left side of the screen to access the file folder.



Rodriguez - Civil - 08212018142239

Main Contact: _____

Expand current | Collapse | _____

Shops A and B

Show All Tasks For All Users

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:22:47 PM	8/21/2018 2:22:47 PM	

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2. Click on the “Upload Files” button.



Rodriguez - Civil - 08212018142239

Home Q All Tasks Create Project All Reports Profile Logout

Main Contact: Project Reports Project Tasks

Folder: Rodriguez - Civil - 08212018142239\DRAWINGS Shops A and B

Show All Tasks For All Users

No files currently exist in DRAWINGS.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:22:47 PM	8/21/2018 2:22:47 PM	

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3. You can either click on the “Browse for Files” button or drag files from another location into the area designated on the page.

NOTE: For faster uploading, combine files into a Zip file or use Internet Explorer to select multiple files. If you have more than 100 files, upload 100 at a time.

https://epptest.phoenix.gov/ProjectDox/Html5Upload.aspx?SessionID=&InitialEntry=true&FolderID...



[Close Window](#)

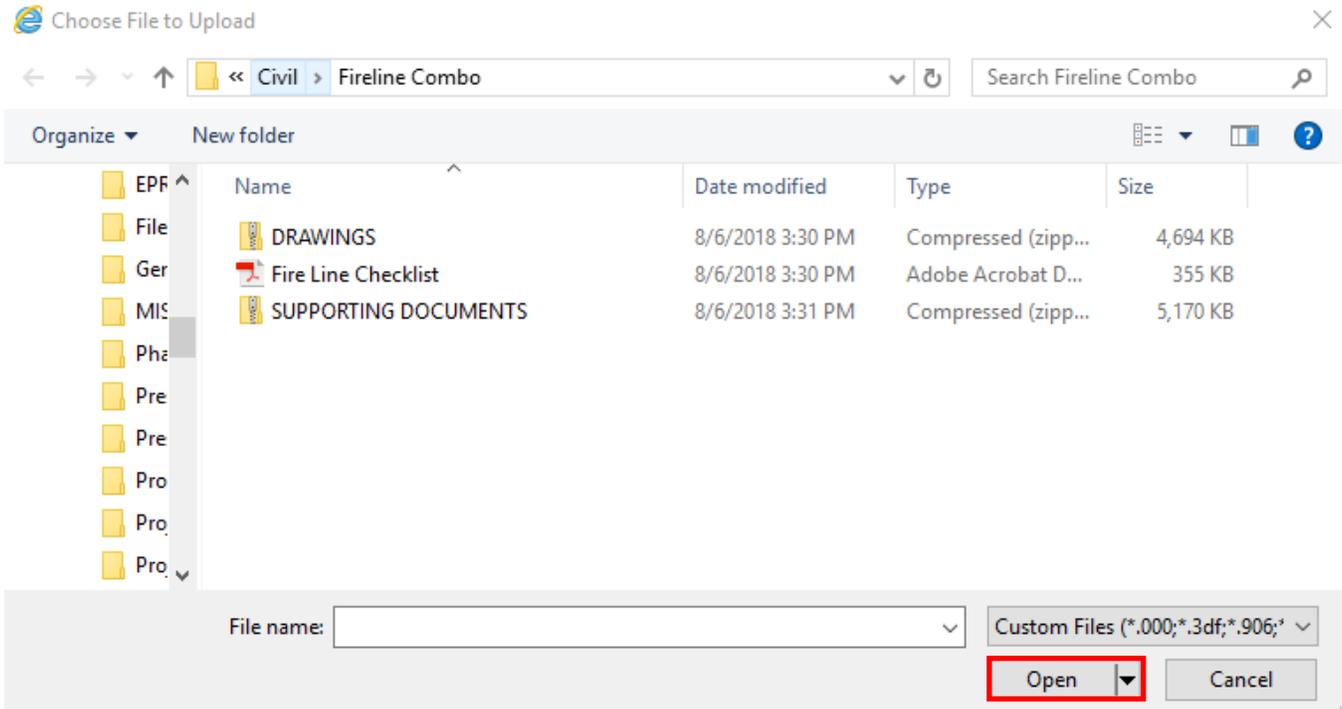
Folder: Rodriguez - Civil - 08212018142239\DRAWINGS

Browse For Files

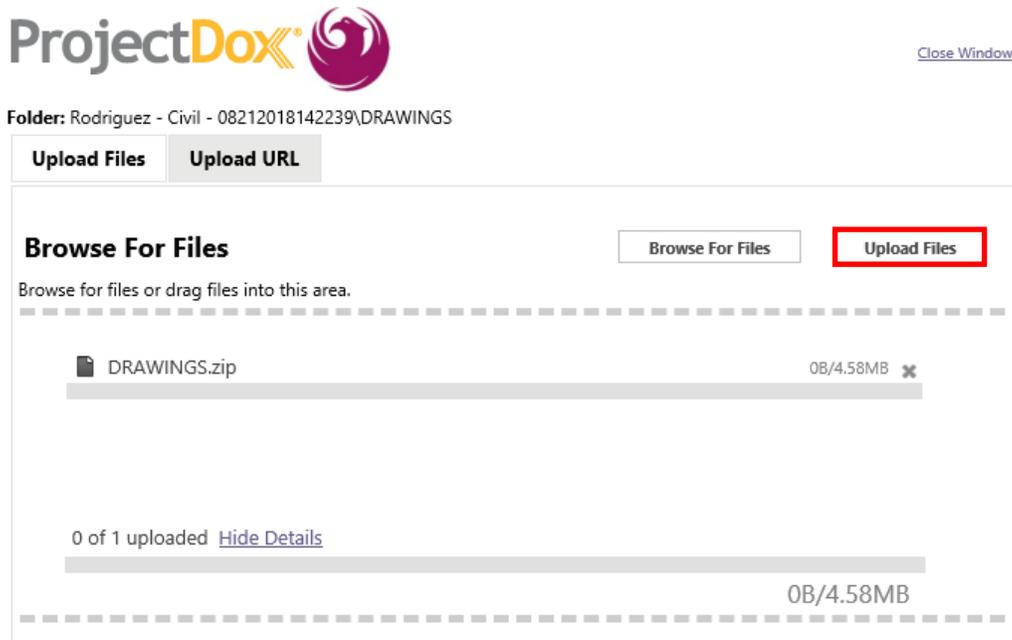
Browse for files or drag files into this area.



4. After selecting the file(s) to upload, click on the Open button.



5. The selected file(s) will appear in the upload screen. Click the “Upload Files” button to upload.



6. Click the “Close” button to return to the project home page.



The following files have been uploaded:

- 1. 001 - PF01 - Cover Sheet.pdf
- 2. 002 - PF02 - Plan Sheet.pdf

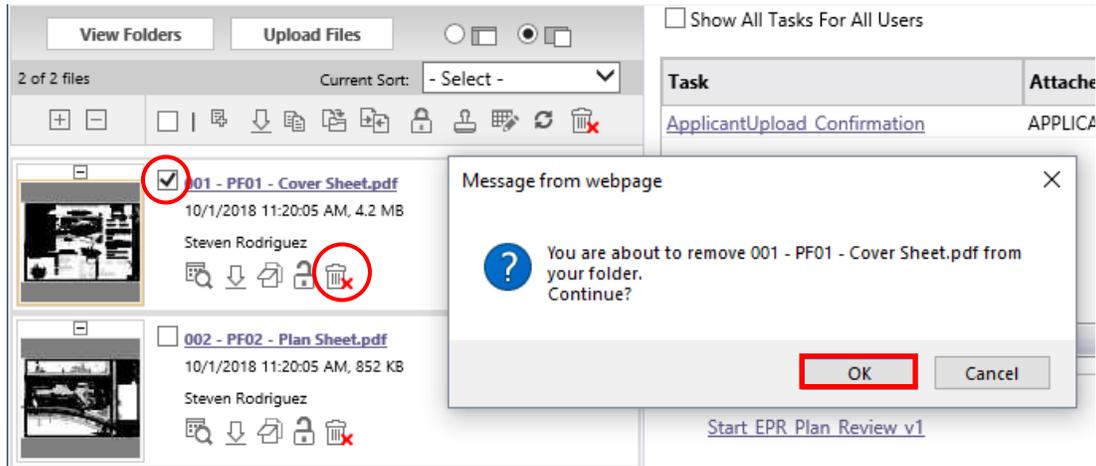


7. On the left side of the project screen the files will process and load thumbnails of each file.

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
ApplicantUpload_Confirmation	APPLICANT	Pending			8/21/2018 2:22:47 PM	8/21/2018 2:22:47 PM	

NOTE: Applicants have file delete rights until the ProjectDox “ApplicantUpload_Confirmation” Task is completed. After the task is completed, applicants must contact city staff to delete files.

To delete files, select a file by clicking in the box next to the file name and click on the trash can icon with the red “x”. A pop-up will appear, click “OK” to delete.



8. Repeat step 2 through 7 for uploading files into the applicable folders listed below.

Checklist – Plan submittal checklist

Drawings – Plans to be reviewed for approval.

Supporting Documents – Documents related to project (Example: calculations, specifications, geotechnical report, cut sheets, etc.)

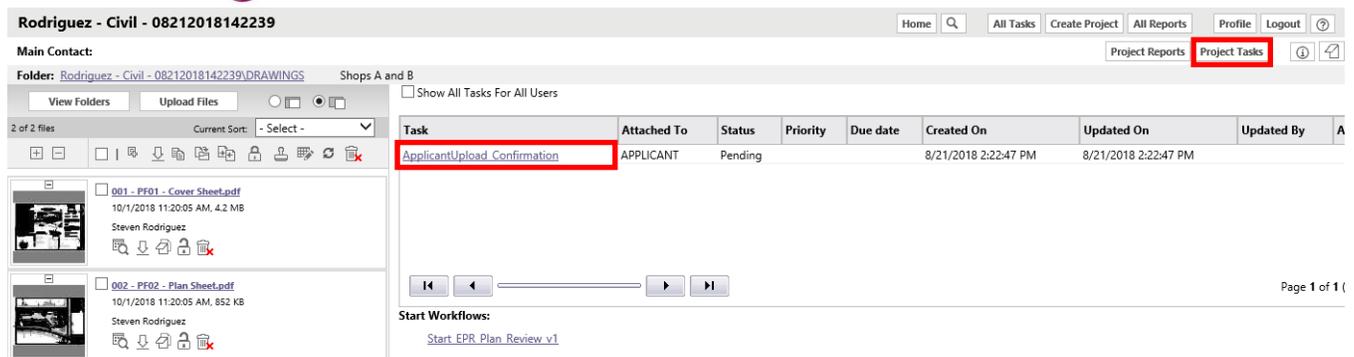
Reference Drawings – Plans reviewed or approved under another plan number.

III. Plan Submittal

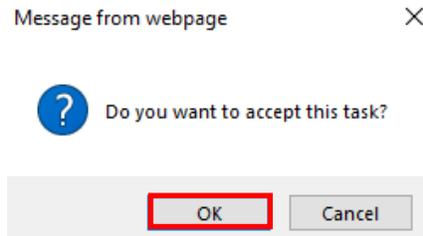
After all drawings and supporting documents are uploaded, you must complete the “ApplicantUpload_Confirmation” task to submit the project to the City of Phoenix.

1. Under the heading “Task” click on the “ApplicantUpload_Confirmation” link.

NOTE: If you do not see the “ApplicantUpload_Confirmation” task, click on the “Project Tasks” button located in the upper right corner of the screen.

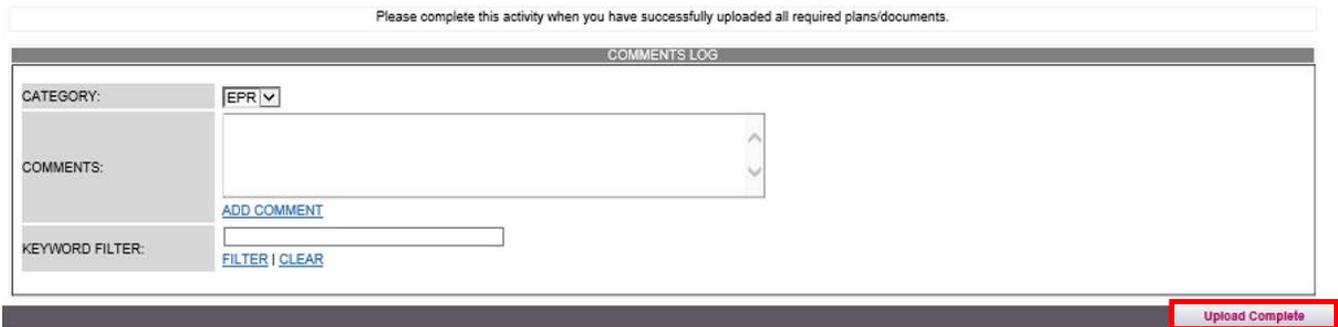


2. Accept the Task by clicking OK.

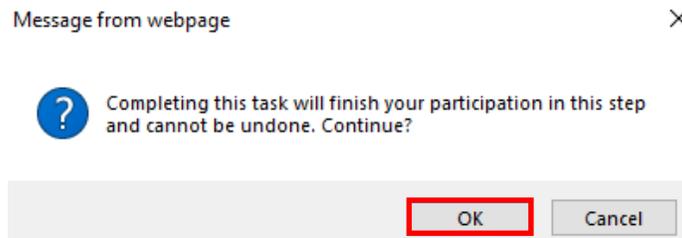


3. An EForm window will pop-up. Scroll down to the bottom of the window and click the “Upload Complete” button to complete the task.

NOTE: If you do not complete the “Upload Complete” task, you will receive a follow up email from ProjectDox within 24 hours and another email at 7 days.



4. A pop-up will appear, click the “OK” button to finalize the process.



You have now completed your project submittal and will receive an email from the ProjectDox system confirming your project has been submitted to the City of Phoenix. The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent when you are responsible for completing a task. Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.