Completing the Fee Payment Task sends the City of Phoenix an email indicating the project is ready to be scheduled for plan review. If this task is not completed the City is un-aware of your payment and the need for your project to be scheduled for plan review.

Completing the Fee Payment Task

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 “FeePayment” 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. Click the “Complete Task” button if all outstanding fees have been paid.
You have completed the FeePayment task. You may now return to the home screen by clicking the “Home” button or log off the system by clicking the “Logout” button.

The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent whenever you are responsible for completing a task.

Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.