



# OnBase ePlan Review: *Users Guide for ROW Permits*

August 31, 2016  
*Updated September 5, 2017*

# Flood Control District of Maricopa County

## Right of Way Use Permits Online

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## PLAN REVIEW PORTAL

Permit Applicants may submit applications, upload permit documents and view markups and comments by way of the Flood Control District Right of Way Use Permits Online Plan Review Portal.

**At this time, the FCD Right of Way Use Permits Online Portal is only compatible with Internet Explorer.**

## ACCESS AND REGISTRATION

Registration is required to begin using the Online Portal. To register to use the system, click on the registration link from the [Online Portal](#).

Note: when you register, your email address must not already be in the system.

If you have already registered, you may sign in with your user name and password.

**Note: The email account must be unique in the system.**

The image shows two screenshots of the online portal interface. The top screenshot is the 'Registration Information' page, which includes fields for 'User name\*', 'Password Strength', 'Password\*', 'Confirm Password\*', 'Password Hint\*', 'Email address\*', and 'Time Zone' (set to '(UTC-05:00) Eastern Time (US & Canada)'). There are 'Check Availability' buttons next to the 'User name' and 'Email address' fields, and 'Back' and 'Next' buttons at the bottom right. The bottom screenshot is the 'Sign In' page, featuring 'User name\*' and 'Password\*' fields, a 'Sign In' button, and a link for 'Forgot Name/Password'. A red circle highlights the 'Click here to register.' link. A 'NOTE' at the bottom states: 'To fully utilize the ROW Permits Online system you must use Internet Explorer.' A sidebar on the right contains links for 'Right-of-Way Permits', 'Fee Schedule', 'Questions on R...', and contact information for 'West of Central Avenue', 'Angie Hardesty', 'ROW Permits Specialist', and '(602) 506-5476'.

## LOGGING ON

To logon to your Plan Review account, follow these steps:

1. Navigate the District's Web Site to the page for Right-of-Way permits.
2. Click on the "Sign In or Register Here" link.
3. Enter your user name and password in the **User** and **Password** fields, then click **Sign In**.

**Note:** If you have forgotten your password, you can select the **Forgot Name/Password** option to reset your password. See [Resetting or Retrieving Your User Name and Password](#) for more information.

## RESETTING OR RETRIEVING YOUR USER NAME AND PASSWORD

If you have forgotten your user name or password, you can use the **Forgot Name/Password** feature to reset or retrieve your user name or password.

### Resetting or Retrieving Your Password

To retrieve or reset your password, follow these steps:

1. Navigate to the [Online Portal](#)
2. Click **Sign In**.
3. Select the **Forgot Name/Password** option. The **Account Recovery** window is displayed.
4. Type your user name in the **User name** field and click **Show Hint**. Your security hint is displayed.
  - If the security hint was sufficient to remind you of your password, you can click the **Return to Login** button and log in to Plan Review.
  - If you still do not remember your password, click the **Reset Password** button. An e-mail message that contains a hyperlink to reset your password will be sent to your e-mail account. After you reset your password, you can log in to Plan Review with your user name and new password.

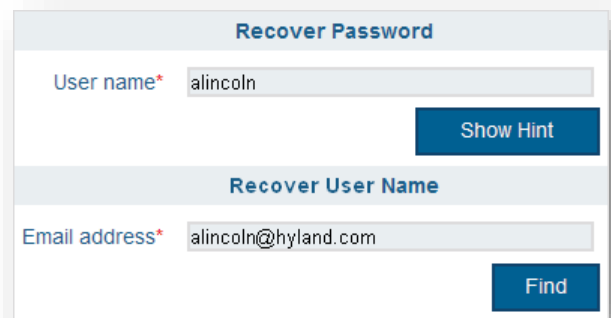


The image shows two stacked web forms. The top form is titled "Recover Password" and has a text input field labeled "User name\*" containing the text "alincoln". To the right of the input field is a blue button labeled "Show Hint". The bottom form is titled "Recover User Name" and has a text input field labeled "Email address\*" containing the text "alincoln@hyland.com". To the right of the input field is a blue button labeled "Find".

### RETRIEVING YOUR USER NAME

To retrieve your user name, follow these steps:

1. Navigate to the address of your Plan Review site.
2. Click **Login**.
3. Select the **Forgot Name/Password** option. The **Account Recovery** window is displayed.
4. Type your e-mail address in the **Email address** field and click **Find**. An e-mail message that contains your user name will be sent to your e-mail account.

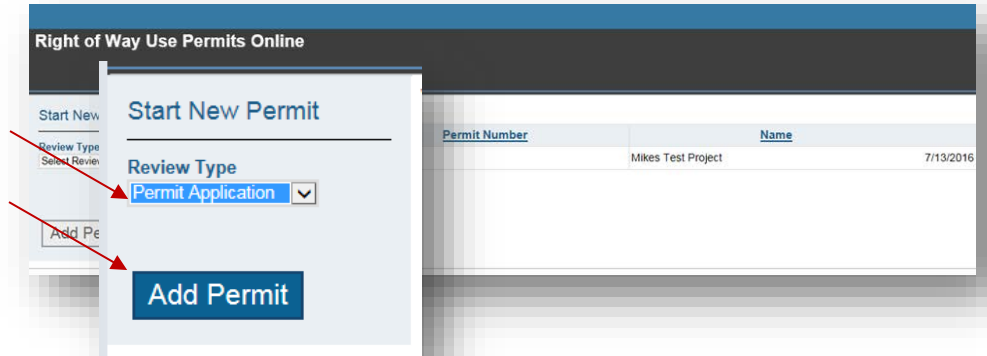


The image shows two stacked web forms. The top form is titled "Recover Password" and has a text input field labeled "User name\*" containing the text "alincoln". To the right of the input field is a blue button labeled "Show Hint". The bottom form is titled "Recover User Name" and has a text input field labeled "Email address\*" containing the text "alincoln@hyland.com". To the right of the input field is a blue button labeled "Find".

## NEW PERMIT APPLICATION

To create a new application, sign into the Plan Review portal site. Click the Review Type drop down in the Start New Permit section.

1. Select 'Permit Application'.
2. Click the "Add Permit" button.
3. Enter the new permit information into the new permit form. All required fields are indicated with a red asterisk (\*).



4. Throughout the different stages of the permit, different information on the additional tables must be completed but are not required at this time.
5. Click the "Add" button when finished.

**Permit Information**

Name\* Mikes Test Project  
Permit Number 2016P104  
Alternate ID  
Review Type Permit Application

Site Address

Street Name\* Durango  
City\* Phoenix  
State / Province / Region\* AZ  
Postal Code\* 85399

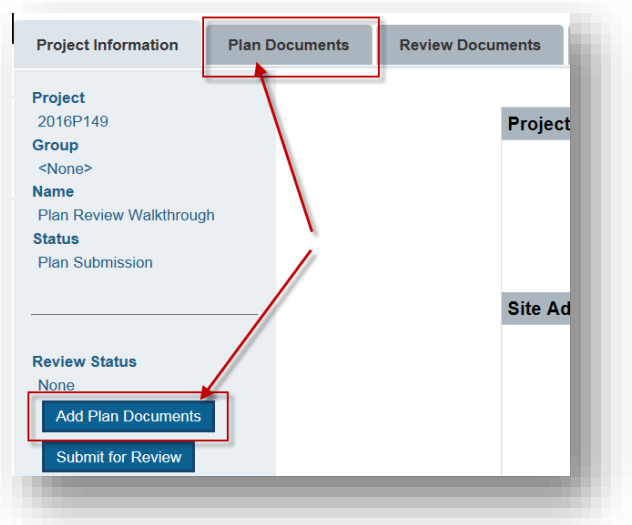
**Additional Information**

Pre-Application | Location and Structure | Contractor Information

**Company**

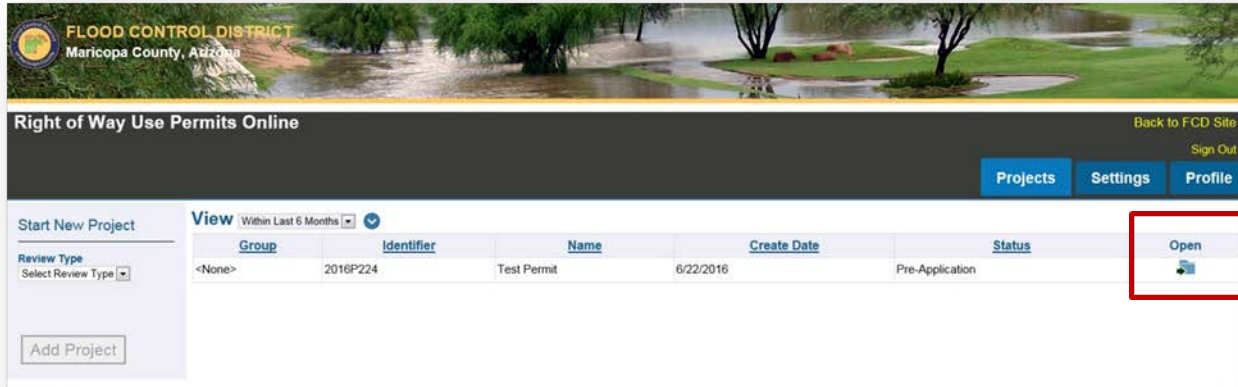
Construction Start Date\* 03/03/2017 Estimated Construction End Date\* 03/03/2019  
Primary Contact Name\* Mike Primary Contact Email\* michaeljones@mail.maricopa.gov Company Name\* Testing For Mike  
Phone Number 802) 506-4718 Cell Number 802) 506-4719 Company Mailing Address 2801 W. DURANGO AVE  
Owner Name Michael Jones City PHOENIX State AZ Zip 85008

The application (Permit) now has a status of “**Plan Submission**” and can now have supporting documents added to it.



## VIEW AND SELECT PERMITS

Open a permit by clicking the folder icon in the furthest right column of the permits table.



## UPLOAD DOCUMENTS

**NOTE:** At this time, the **UPLOAD** button is currently only available through Internet Explorer.

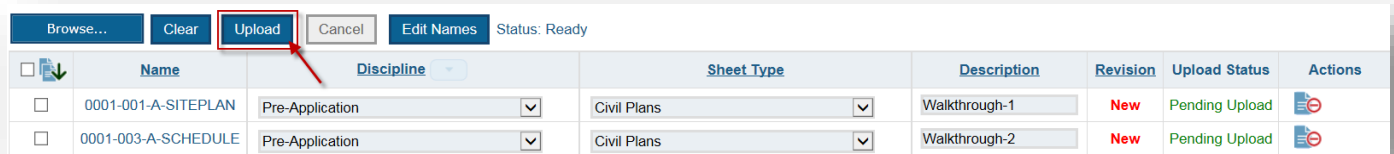
1. In an open permit, select the **Plan Documents** tab to upload plan documents.

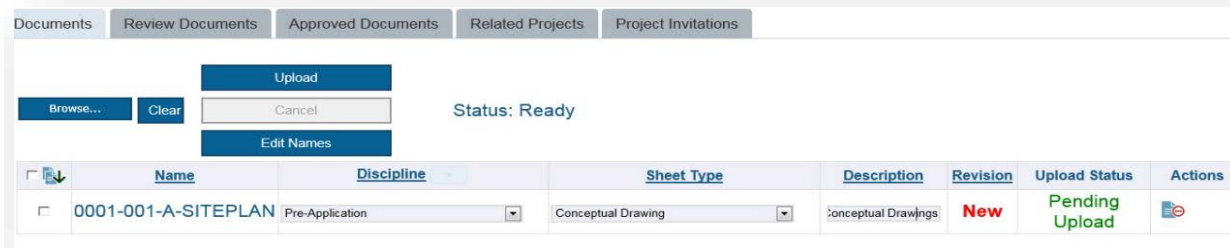
Note: *The upload buttons will be available as long as the permit is not in an open review cycle.*

2. Click the "Add Plan Documents" button
3. Use the Browse button to select files from your source.

**TIP:** If you have more than one supporting document to upload, you can hold down Control + Click to select more than one file then click Open.

4. Index the supporting permit documentation with the appropriate Phase, Sheet Type, and Description then click the "**Upload**" button.



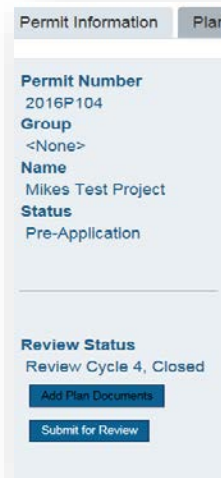


- Files that have yet to be uploaded are indicated with a status of '**Pending Upload**' and once uploaded display a status of '**Success**'. When the upload is complete, the status next to the Edit Names button will change to "Done".

### SUBMIT FOR REVIEW

Once all desired files have been uploaded, return to the Permit Information tab and select the link to '**Submit for Review**'. This will notify the Coordinator that the permit and plans are ready for review and will begin the review/application process.

- Once the documents are submitted for review the system will not allow additional documents to be uploaded until the review cycle is complete. If you need to add documents during the review cycle, contact the Permit Admin for the permit and they can give you permission to upload a document.



### FILE NAMING CONVENTIONS AND FILE SIZES

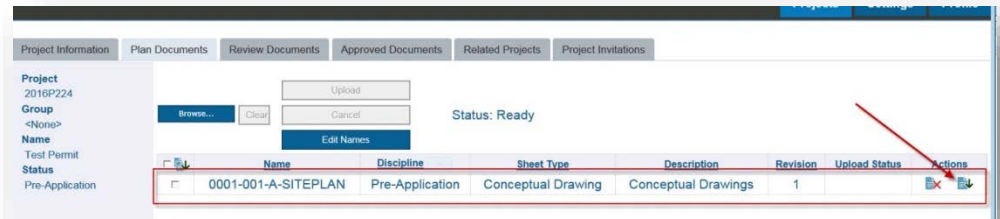
Prior to uploading files for review, consider the following naming conventions and file size limitations which when followed will make the review and approval process more efficient.

- All files should use the same file name through the process. The system recognizes revisions of the same file and keeps copies of each revision.
- Plan sets should be submitted as individual plan sheets rather than a large PDF unless the plan set is over about 30 sheets. The Plans sets should be broken down to small PDF files grouped by sheet types such as C for civil plans, D for Drainage Plans, L for Landscaping, etc.
- Reports (drainage, geotechnical, engineering, etc.) should be submitted as complete PDF files.
- HEC-RAS, HEC-1, and other engineering program input files should be submitted as ZIP files.
- Letters, memos, etc. should be submitted as PDF files.



## VIEW AND DOWNLOAD DOCUMENTS

Throughout the review process, documents may be published to the portal containing markups, comments or instructions. To view these documents:



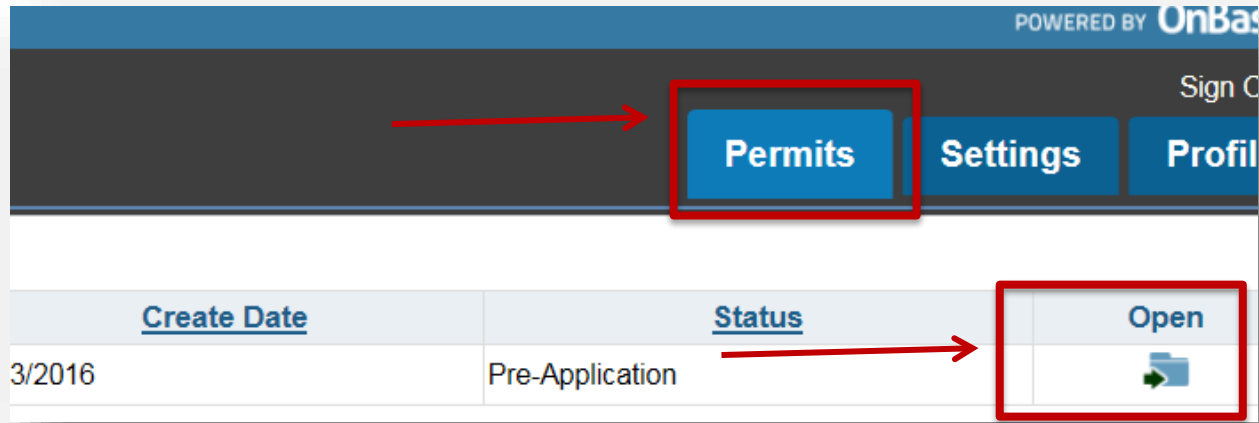
1. Choose the Review Documents (for markups and comments) or Approved Documents (for approved plan sets) tabs.
2. Check the box to the left of any document you wish to download and download by clicking the icon in the furthest right column.
3. To download all documents on the tab in a zipped file, choose the checkbox in the column header to select all documents and click the corresponding download icon.



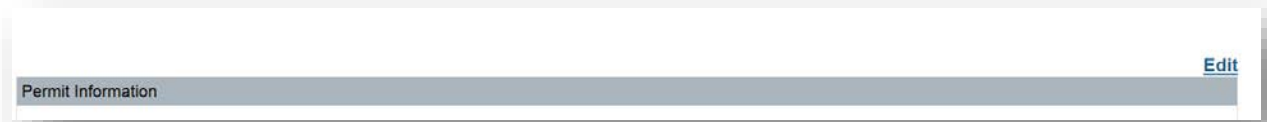
## EDITING PERMIT INFORMATION

### EDIT PERMIT INFORMATION

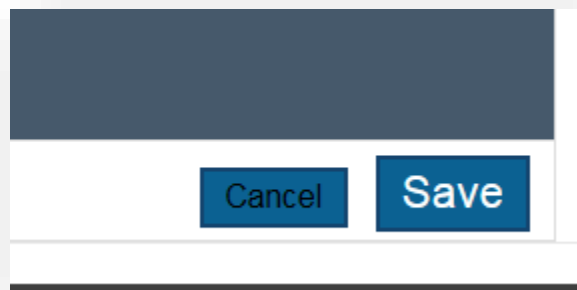
1. Navigate to the Permits page to select the Permit from the Permits Page



2. Click on the Open button next to the desired Permit
3. Click on the Edit button in the top right hand corner above Permit Information



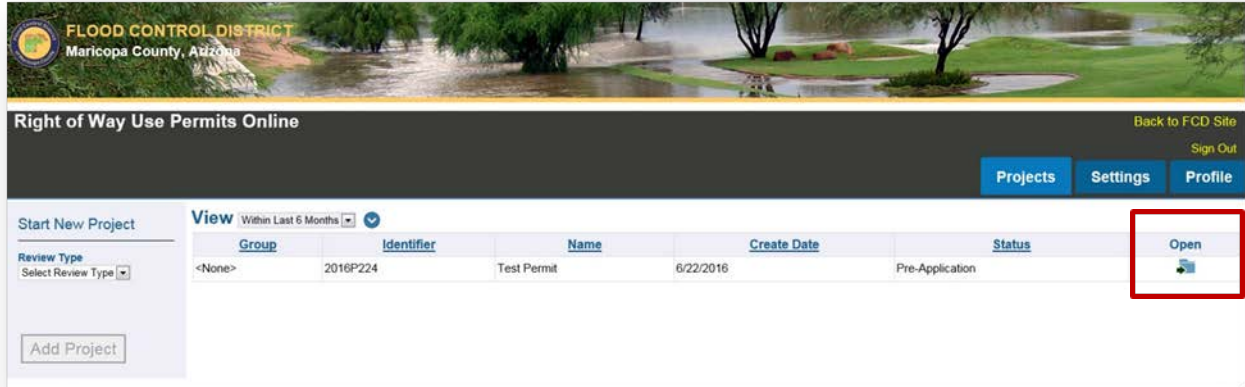
4. When you are finished editing information related to the Permit, click on the Save button in the bottom right of the main Permit page.



## REMOVING DOCUMENTS FROM A PERMIT

To remove documents from a permit, follow these steps:

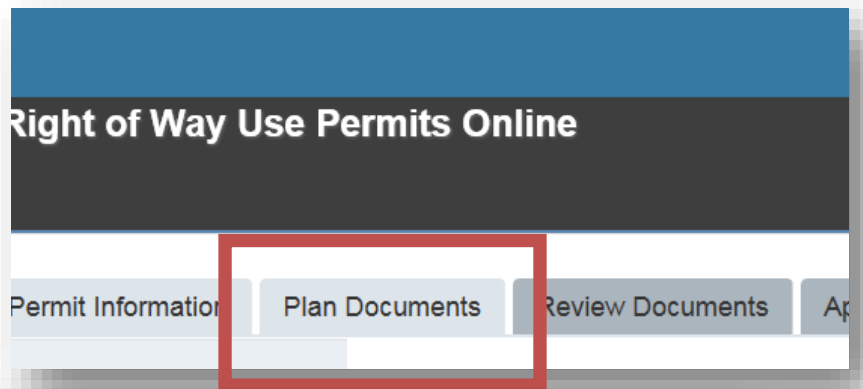
1. Select the **Permits** tab. The **Permits** window is displayed.



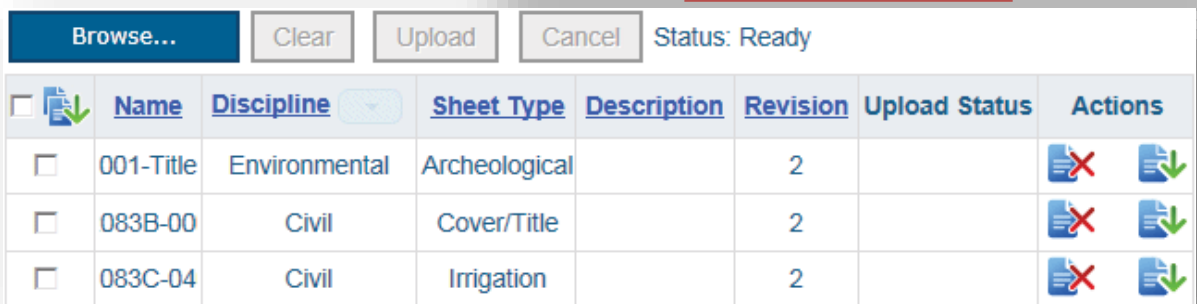
2. Select the folder button for the permit you want to add documents to.

The **Permit Information** window is displayed.

3. Select the **Plan Documents** tab. The **Plan Documents** window is displayed.



4. Click the **Delete** action for the document(s) you want to remove from your Plan Review permit.



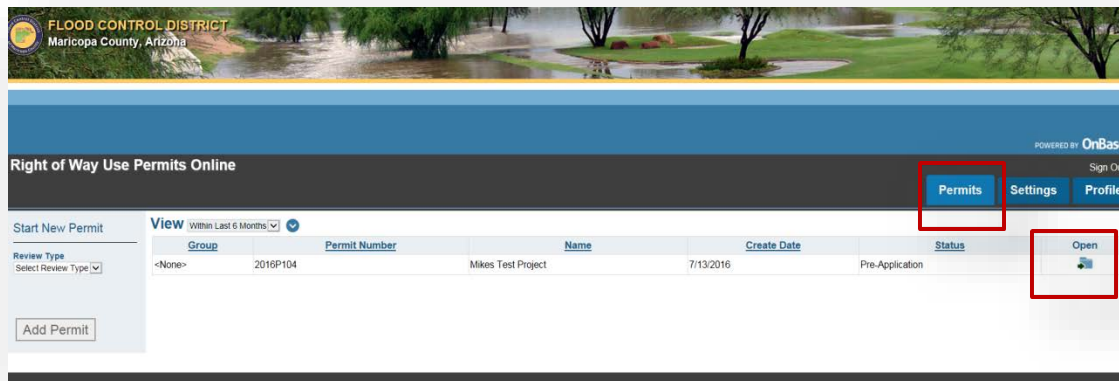
You will be prompted to confirm your decision.

5. Click **Yes**. The selected document is removed from your **Plan Documents** list.


## SUBMITTING A PERMIT

To submit a permit for review, follow these steps:

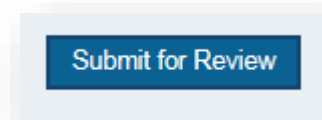
1. Select the **Permits** tab. The **Permits** window is displayed.



2. Click the folder button for the permit you want to add documents to.

 The **Permit Information** window is displayed.

3. Select the Submit for Review button from the left side menu.



## SEARCHING FOR PERMITS

You can filter your permit list using a variety of date criteria, as well as several advanced search options. The Plan Review site will only display permits that meet the criteria you have selected. To specify criteria to filter your permit list, follow these steps:

Group	Identifier	Name	Create Date	Status	Open
<None>	DPRV258	133493	4/19/2012	Pending Submission	
<None>	DPRV257	4192012	4/19/2012	Pending Submission	
<None>	DPRV247	4010012	4/11/2012	Pending Submission	

1. Select the **Permits** tab. The **Permits** window is displayed.
2. Use the **View** drop-down select list to specify a date or range of dates.
3. Select the blue arrow icon to display the **Advanced Search Fields** window.
4. Enter values in the available fields as desired.

**Note:** By default, searches will only locate values at the beginning of a field. For example, if you search for Main in the **Street Name** field, the search will not return any permits with a **Street Name** of North Main Street. In order to locate values in the middle of a field, you must begin your search with a wildcard character: \*

5. Select **Find**. The permit list will be updated to only display permits that match your specified criteria.

**Advanced Search Fields**

Project Name

Project ID

Alternate ID

Group Name

Parcel ID

**Site Address**

Street Number

Street Name

City

State / Province / Region

Postal Code

Contact Company Name



Contact First Name




Contact Last Name

## INVITING OTHER USERS

You can grant access to a permit that you have created to another person by sending them an invitation to your permit. To send someone an invitation, follow these steps:

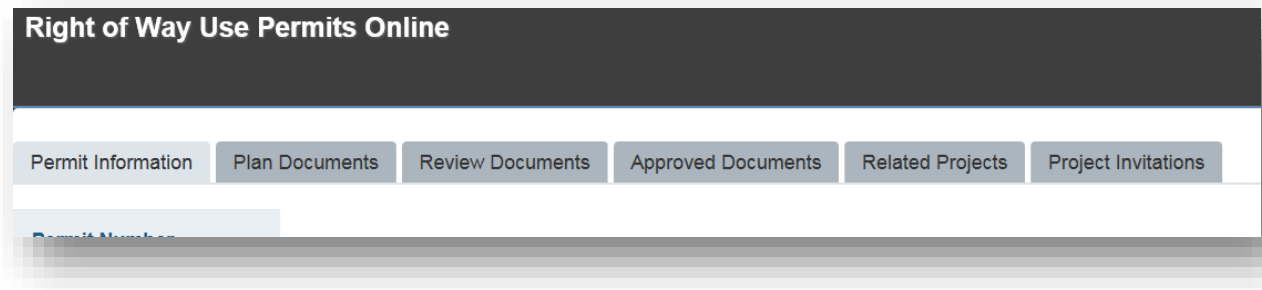
1. Select the **Permits** tab. The **Permits** window is displayed.

**View** Within Last 6 Months  

<u>Group</u>	<u>Identifier</u>	<u>Name</u>	<u>Create Date</u>	<u>Status</u>	<u>Open</u>
<None>	DPRV258	133493	4/19/2012	Pending Submission	
<None>	DPRV257	4192012	4/19/2012	Pending Submission	
<None>	DPRV247	4010012	4/11/2012	Pending Submission	

2. Click the folder button for the desired permit.

 The **Permit Information** window is displayed.

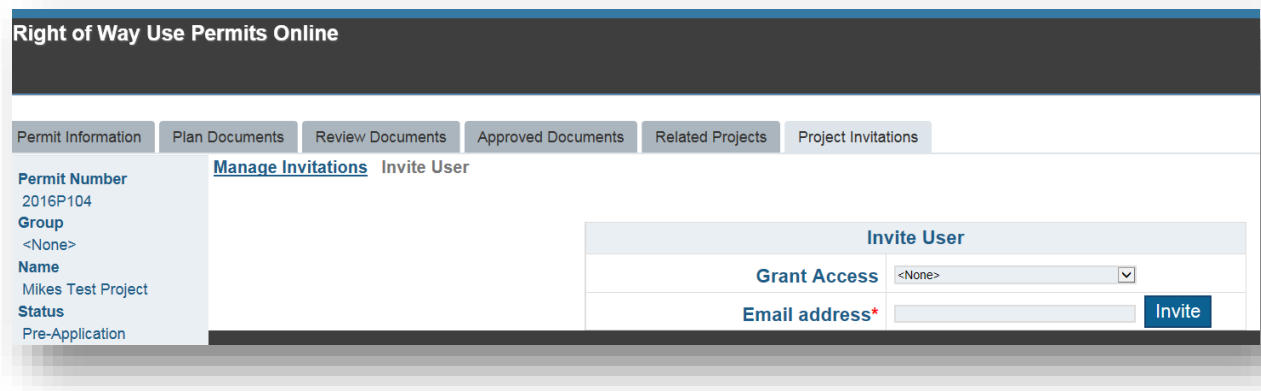


3. Click the **Permit Invitations** tab. The **Permit Invitations** window is displayed.

**Manage Invitations** [Invite User](#)

**There are no project invitations.**

4. Click **Invite User**. The **Invite User** window is displayed.

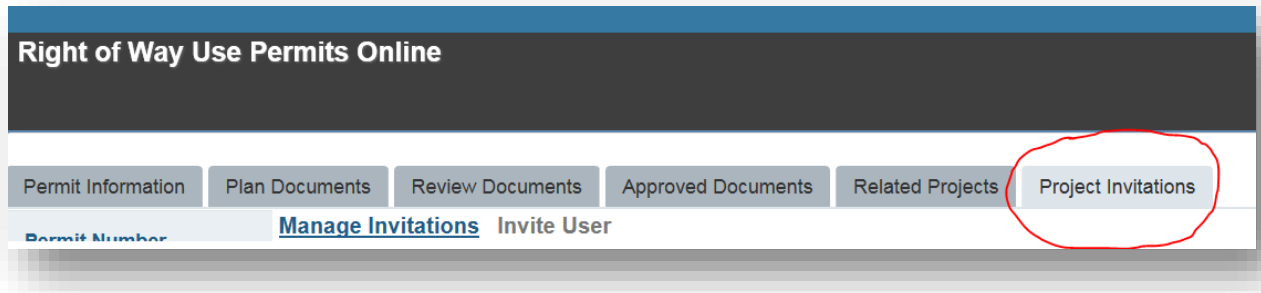


5. Select one of the following options for **Grant Access**:
  - **View Only** - The invited user will have access to view permit information but may not update information or upload documents.
  - **Upload Access** - The invited user will be able to access the permit, update permit information and upload documents.
6. Enter the e-mail address of the person you want to invite to view your permit into the **Email address** field.
7. Click on the **Invite** button. The invitation will be sent to the specified address.

## MANAGING INVITATIONS

Once another user has accepted your invitation, you can manage the level of access that you are allowing them to have for this permit. To manage the level of access your invitees have, follow these steps:

From the Permit Invitations tab:



1. Click **Manage Invitations**. The **Manage Invitations** window is displayed.

**Manage Invitations** [Invite User](#)

Email address	User name	Invitation Type	Status	Grant Access	Revoke Access
submitter@email.com	SUBMITTER	Group	Upload Access	View Only <input type="button" value="v"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

2. To change a user's access level, select the desired access level from the user's **Grant Access** drop-down select list. The following selections are available:

<b>View Only</b>	When this option is selected, the user will only be able to view permit information.
<b>Upload Access</b>	When this option is selected, the user will be able to upload and delete documents from the permit and update permit information.

<input checked="" type="checkbox"/>	Click the <b>Check</b> icon to save your changes.
<input type="checkbox"/>	You may also select the <b>Delete</b> icon to revoke a user's access to the permit entirely.




## VIEWING REVIEWED DOCUMENTS

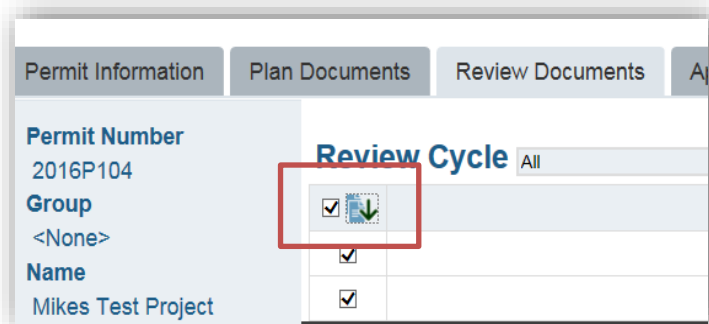
Permits reviewers will review your submitted plans and add comments or markups to any sheets that require modification. These updated documents will then be posted onto your Plan Review site, under the **Review Documents** tab. When you see a document in this tab, you should review the document by downloading it to determine the issue, modify your document so that the issue is resolved, and then re-submit your document for another review cycle.

## DOWNLOADING DOCUMENTS

To download a document that has been reviewed, follow these steps:

1. Select the **Review Documents** tab. All available documents will be listed in the **Review Documents** window.
2. Select a review cycle from the **Review Cycle** drop-down select list to filter the list of available documents.
3. Click on the document download button to download the document. 

**Tip:** You can also download multiple documents as a compiled ZIP file. To do so, select the check box next to every document you want to include in the ZIP file, and then click the download button at the top left of the list of document



4. Review all comments and markups that have been made by your plan reviewer(s).
5. Revise your plan document(s) as noted by the reviewers and save the revised documents using the same file name as the original document.

**Note:** When re-uploading a document, the document must use **the exact file name** that the original document initially used so that the modified document is correctly uploaded as a revision of the original document.

6. Re-upload the document. For more information on uploading documents, see [Adding Documents to a Permit](#).

## DOWNLOADING APPROVED DOCUMENTS

Submitted documents that have been approved and require no modifications are displayed in the **Approved Documents** tab. The **Approved Plan Sets** option allows you to download a set of approved documents and any comment letters, while the **Approved Plan Sheets** option allows you to download one or more approved plan sheets by themselves.

### APPROVED PLAN SETS

To download a set of documents that have been approved, follow these steps:

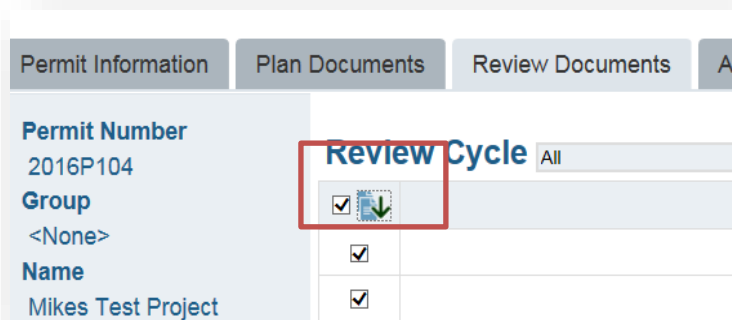
1. Select the **Approved Documents** tab.
2. Select the **Approved Plan Sets** option from the drop-down select list.
3. All available plan sets and comment letters will be listed in the **Approved Documents** window.



<input type="checkbox"/>		Name	Document Date	Download
<input type="checkbox"/>		Project Name: 133493 - Doc Handle: 1144 - Comment Letter	04/27/2012	
<input type="checkbox"/>		Project Name: 133493 - Project ID: DFRV258 - Doc Handle: 1133 - Plan Set	04/24/2012	

4. Click on the document download button to download the document or plan set. 

**Tip:** You can also download multiple documents and/or plan sets as a compiled ZIP file. To do so, select the check box next to every document or plan set you want to include in the ZIP file, then click the zip download button.



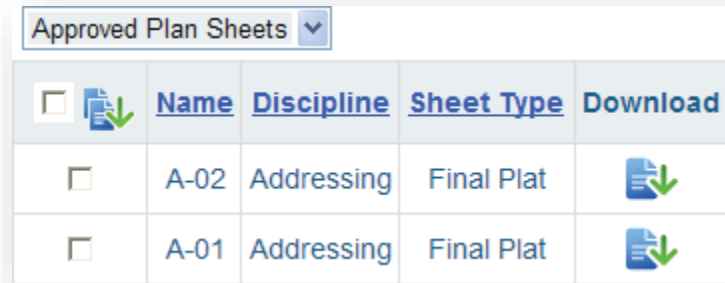
Permit Information	Plan Documents	Review Documents	Ap
<b>Permit Number</b> 2016P104	<b>Review Cycle</b> All		
<b>Group</b> <None>	<input checked="" type="checkbox"/>		
<b>Name</b> Mikes Test Project	<input checked="" type="checkbox"/>		

## APPROVED PLAN SHEETS

Documents or plans that have been approved and require no modifications will appear in your **Approved Documents** tab.

To download a document that has been approved, follow these steps:

1. Select the **Approved Documents** tab. All available documents will be listed in the **Approved Documents** window.
2. Select the **Approved Plan Sheets** option from the drop-down select list. All available documents will be listed in the **Approved Documents** window.

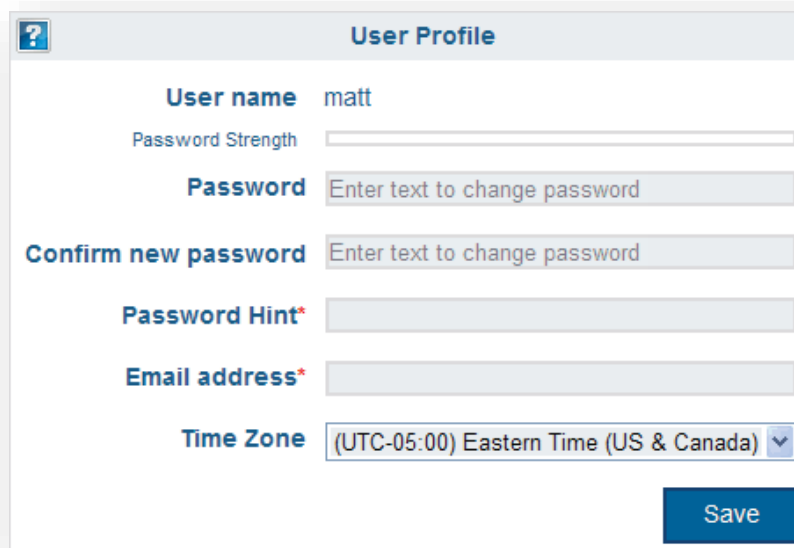


<input type="checkbox"/>		Name	Discipline	Sheet Type	Download
<input type="checkbox"/>		A-02	Addressing	Final Plat	
<input type="checkbox"/>		A-01	Addressing	Final Plat	

3. Click on the document download button  to download the document or plan set.

## MODIFYING YOUR ACCOUNT INFORMATION

You can modify your user information at any time by selecting the **Profile** tab.



**User Profile**

**User name** matt

Password Strength

**Password**

**Confirm new password**

**Password Hint\***

**Email address\***

**Time Zone** (UTC-05:00) Eastern Time (US & Canada) ▼

**Save**



Make sure you select **Save** after making your changes.




## ONLINE PAYMENTS

You may now pay fees for ROW Use Permits using the online payment option. The online payment accepts Visa, MasterCard, Discover and American Express.

Navigate to your Plan Review Project:

1. Select the **Permits** tab. The **Permits** window is displayed.

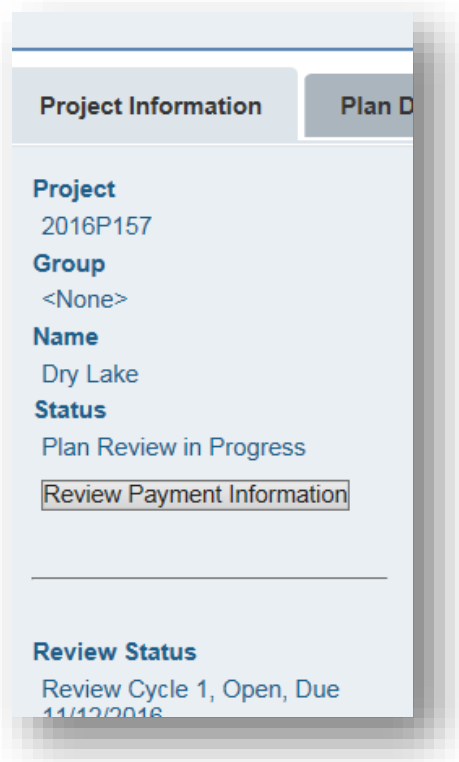
**View** Within Last 6 Months  

<u>Group</u>	<u>Identifier</u>	<u>Name</u>	<u>Create Date</u>	<u>Status</u>	<u>Open</u>
<None>	DPRV258	133493	4/19/2012	Pending Submission	
<None>	DPRV257	4192012	4/19/2012	Pending Submission	
<None>	DPRV247	4010012	4/11/2012	Pending Submission	

2. Click the folder button for the desired permit.

 The **Permit Information** window is displayed.

3. On the left hand side of the **Project Information** page, click on the **Review Payment Information** button



4. Clicking on the **Review Payment Information** will provide a listing of all fees that are currently due.
  - a. If no fees are due, you will get a notice that no fees are due at this time.
  - b. If fees are due, you will be provided with the list of fees that are due:

Fee Description	Quantity	Fee Waived	Fee Paid	Fee Amount	Total
Permit Filing Fees \$250.00 /application	1	No	No	\$250.00	\$250.00
Permanent Installation Review Fee \$650.00 /application	1	No	No	\$650.00	\$650.00

[Make Payment](#)

To make a payment, click on the **Make Payment** button.

## PAYMENT ENTRY

1. Follow the on-screen prompts to fill in your credit card information and billing information and then click on **Continue**.

**Flood Control District Right of Way Use Permits Online**


### Payment Entry





Payment Method: Credit or Debit Card

**Card Information**

Card Information

Expiration Date

Card Identification Code  

**Billing Information**

Name

Address

City

State

Zip

Phone

Email

Flood Control District - Maricopa County, Arizona  
 2801 W. Durango Street, Phoenix, AZ 85009  
[About Us](#) | [Employment](#) | [Maricopa.gov](#)

2. You can review your payment information before processing the payment. To continue processing the payment, click on **Process Payment**.

## Payment Review

Project Name : MIRIAM EBER

Permit Number : 2017P118

Date	Fee Description	Amount	Quantity	Payment Amount
3/30/2017	Revised Plan Review	325.00	1	\$325.00
				Payment Amount: \$325.00

### Card Information

Card Number \*5454

Expiration Date 12/17



### Billing Information

Name Miriam Eber

Country US

Address 2901 W Durango

City Phoenix

State AZ

Zip 85009

Phone 6025065092

Email miriameber@mail.maricopa.gov

Go Back/Edit

Cancel

Process Payment

3. A receipt will be emailed to the email address entered in the billing address section or you can print the receipt from the confirmation screen by clicking on the **Print PDF** button. Charges on your credit card will show up under **Flood Control District**.