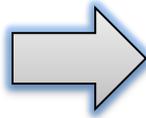




**State of Minnesota**  
**Department of Labor and Industry**  
**Construction Codes and Licensing Division**  
**ePlans Applicant User Guide**  
**Getting Started**



## Logging in for the First Time

The first time you are invited to join a project in ePlans you will receive an email notification similar to the one shown below. This email will contain a temporary password and a link to the ePlans system. Your email address is your user ID for logging in to ePlans.

|  |  |
|--|--|
| User Login                                   | <b>DLI_Applicant@yahoo.com</b>   |
| Temporary Password                           | <b>F88BA37</b> ←   |
| Project Permit Number                        | <b>BLD1509-00003</b>   |
| Review Coordinator                           | <b>EPR Building</b>  |
| Review Coordinator's Email                   | <a href="mailto:EPR.Building.DLI@state.mn.us">EPR.Building.DLI@state.mn.us</a> |
| <a href="#">Project Permit Access Link</a> ← |  |

Click the “Project Permit Access Link” to launch the ePlans login page. Enter your email address and temporary password as shown in the example below. The password is case sensitive.

CONSTRUCTION CODES  
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MINNESOTA DEPARTMENT OF  
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ePLANS

Enter your e-mail address and password to continue.

The Minnesota Department of Labor and Industry makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this

E-mail:

Password:

[Forgot your password?](#)

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Once you have successfully logged in for the first time, you will be taken to your User Profile page where you will change your password and enter some additional information about yourself.

Note: ProjectDox, the software behind ePlans, relies on pop-up windows (browser windows with no menus or toolbars). If you log in as above but no ePlans window appears, you probably have a pop-up blocker that is preventing ProjectDox from opening. You will need to allow pop-ups for the ePlans site. Please refer to the System Setup guide for detailed instructions.

Fill in all of the required fields (those marked with a red asterisk and highlighted in yellow) and click “Save.” You can return to this screen to make changes at any time by clicking on the “Profile” button on the Main Tool Bar.

|   |  |
|---|--|
| <b>Change Password:</b>                     | <b>Password Reset Question &amp; Answer:</b> |
| New password:* <input type="text"/>         | Security question:* <input type="text"/>     |
| Confirm new password:* <input type="text"/> | Security answer:* <input type="text"/>       |

## Profile Information

|                     |               |                    |                  |
|---------------------|---------------|--------------------|------------------|
| Contact Information | User Metadata | Project Membership | Group Membership |
|---------------------|---------------|--------------------|------------------|

←

\* Required field

|                   |  |                |  |
|-------------------|--|----------------|--|
| First Name: *     | <input type="text" value="Example"/>   | Last Name: *   | <input type="text" value="Applicant"/> |
| Email: *          | <input type="text" value="DLI_Applicant@yahoo.com"/> <input checked="" type="checkbox"/> HTML format <a href="#">i</a> |                |  |
| Title: *          | <input type="text"/>   |                |  |
| Company: *        | <input type="text"/>   |                |  |
| Address 1: *      | <input type="text"/>   |                |  |
| Address 2:        | <input type="text"/>   |                |  |
| City: *           | <input type="text"/>   |                |  |
| State/Province: * | <input type="text" value=""/>  | Postal Code: * | <input type="text"/>                   |
| Phone: *          | <input type="text"/>   | Fax:           | <input type="text"/>                   |
| Mobile:           | <input type="text"/>   | Pager:         | <input type="text"/>                   |
| Stamps:           | <input type="text"/> <a href="#">i</a>   |                |  |
| Language: *       | <input type="text" value="en"/>  |                |  |

After saving your profile information you will be taken to the Home page, where your list of Active Projects will be displayed. Your current task assignments will be displayed at the bottom of the home page in the Active Task List. Specific tasks are covered in other sections of the User Guide. You may have to scroll down on the Home page to see the Active Task List.

The Home page can be found by clicking the “Projects” button in the top navigation bar.

**CONSTRUCTION CODES AND LICENSING DIVISION**

Back Forward **Projects** Profile Logout

**Active Projects List** [Task List \(PD Flow\)](#)

1 project(s) out of 1 for Example Applicant (DLI\_Applicant@yahoo.com) [Recent Projects](#) [All Projects](#) Press Enter To Search:

| Project       | Options                             | Description                                | Owner        | Status         | Create date          |
|---------------|-------------------------------------|--|--------------|----------------|----------------------|
| BLD1509-00003 | <a href="#">i</a> <a href="#">📧</a> | Demonstration Building Plan Review Project | EPR Building | Upload Pending | 9/16/2015 2:27:37 PM |

Page 1 of 1 (1 items)

**Active Task List**

| Project Name  | Task            | Attached To | Status  | Priority | Due date | Created On           | Updated On           | Updated By | Description                                |
|---------------|-----------------|-------------|---------|----------|----------|----------------------|----------------------|------------|--|
| BLD1509-00003 | ApplicantUpload | Applicant   | Pending |          |          | 9/16/2015 2:27:40 PM | 9/16/2015 2:27:40 PM |            | Demonstration Building Plan Review Project |

## Logging in After the First Time

During your initial login session you will set up a password and enter your profile information. Subsequent logins will take you directly to your Home page (see above).

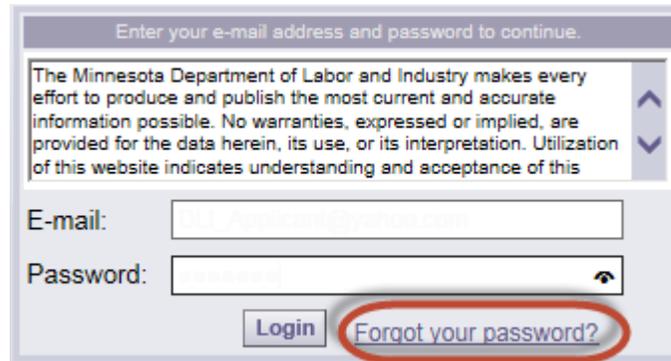
## Managing Your Profile

You can update your profile information and change your password at any time by clicking the “Profile” button at the top of the Home page.



## Reset Your Password

If you forget your password, you can reset it by clicking on the “Forgot Your Password?” link next to the “Login” button. You will be prompted for your email address and name. You will also need to correctly answer the security question you set up in your profile. You can only use the “Forgot Your Password?” link if you have logged in at least once and no longer have a temporary password.

A screenshot of the login form on the Construction Codes and Licensing Division website. The form has a header that says "Enter your e-mail address and password to continue." Below the header is a disclaimer: "The Minnesota Department of Labor and Industry makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this". Below the disclaimer are two input fields: "E-mail:" and "Password:". Below the input fields are two buttons: "Login" and "Forgot your password?". The "Forgot your password?" button is circled in red.