

## 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 also your user ID for logging in to ePlans.

User Login	Demo_Applicant@yahoo.com
Temporary Password	<b>B32C62C</b> ←
Project Permit Number	BLD1805-00004
Review Coordinator	EPR Building
Review Coordinator's Email	<a href="mailto:EPR.Building.DLI@state.mn.us">EPR.Building.DLI@state.mn.us</a>
<b><a href="#">Project Permit Access Link</a></b> ←	

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  
and Licensing Division



Enter your e-mail address and password to continue.

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E-mail:

Password:

[Forgot your password?](#)

ProjectDox

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The first time you log into ePlans you will be taken to your User Profile page. This is where you will change your password, correct your name, 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.

**IMPORTANT: Update the First Name and Last Name fields with your actual first and last name!** The password reset process will ask for your first and last name. So, to avoid frustration later, please make sure the values are correct now!

Change Password:		Password Reset Question & Answer:	
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
<b>Click Save when done</b> → <input type="button" value="Save"/>			
* Required field			
First Name: *	<input type="text" value="APPLICANT"/>	Last Name: *	<input type="text" value="1st Stop Engineering ar"/>
Email: *	<input type="text" value="Demo_Applicant@yahoo.com"/>		
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"/> <input type="button" value="i"/>		
Language:*	<input type="text" value="en"/> ▼		

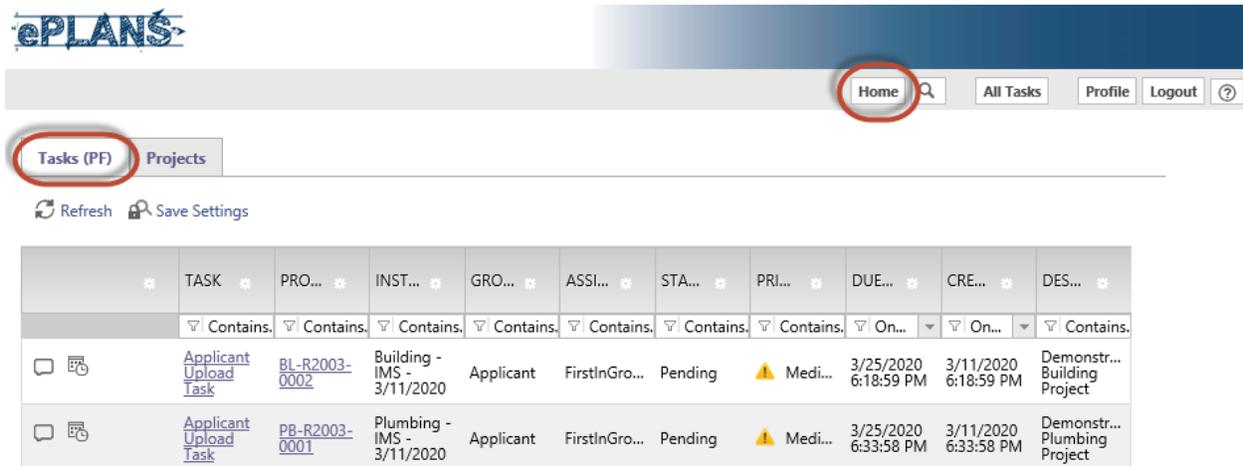
**Replace these values with your first and last name.**

The example below shows the first and last name updated. You will need to do this for the “Forgot your password?” process to work.

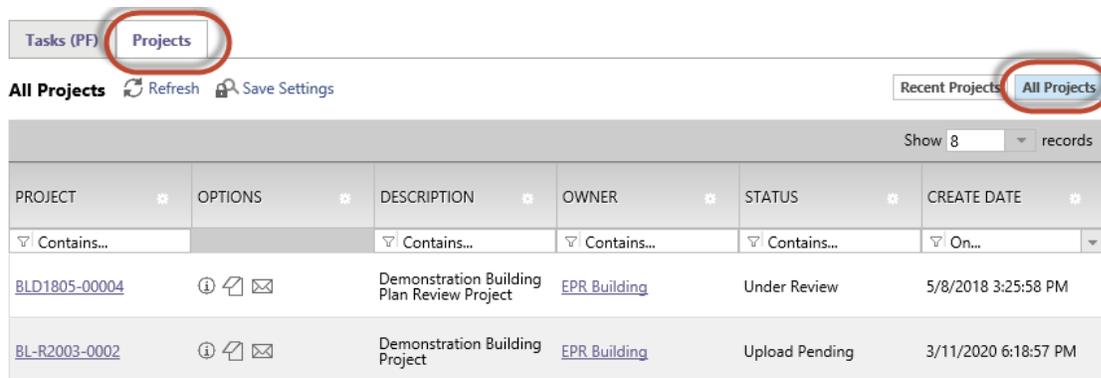
First Name: *	<input type="text" value="James"/>	Last Name: *	<input type="text" value="Johnson"/>
Email: *	<input type="text" value="Demo_Applicant@yahoo.com"/>		
Title: *	<input type="text" value="Lead Engineer"/>		
Company: *	<input type="text" value="1st Stop Engineering and Design"/>		

After saving your profile information you will be taken to the Home page, where your list of Tasks and Projects will be displayed. You can return to your Home page at any time by clicking the “Home” button in the top navigation bar.

Your current Task assignments will be displayed under the Tasks tab on the Home page. ProjectFlow (PF) is the workflow engine in ProjectDox that sends email notifications and moves projects through the different plan review steps. Here you will find your “Applicant Upload Task” at the beginning of the review process. Specific tasks are covered in other sections of the User Guide.



Your projects can be found under the Projects tab on the Home page. The default view when you click the Projects tab is “Recent Projects”. On your first visit this list will be empty. Click the “All Projects” button to quickly find your projects.



## Subsequent Logins

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

## 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 Projects 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 your first and last 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. Please see the Profile Information section above. If you have not updated the first and last name fields in your profile you will not be able to reset your password.

The image shows a login form with the following elements:
 

- A header: "Enter your e-mail address and password to continue."
- A disclaimer box: "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" with up and down arrows.
- An "E-mail:" label and a text input field.
- A "Password:" label and a password input field with a visibility icon.
- A "Login" button.
- A "Forgot your password?" link, which is circled in red.