

# ePLAN REVIEW: BEST PRACTICES CHECKLIST

- ✓ Accepted forms of payment on AB+C include credit/debit card, e-check, and escrow accounts
- ✓ Use Internet Explorer 10 or greater on a Windows operating system
- ✓ Disable your system's pop-up blocker
- ✓ Install Active X (required) and Silverlight (optional) by clicking 'Install ProjectDox Components' link on ProjectDox login page
- ✓ Upload original PDF vector files only – do not scan blueprint files and save as PDF's
- ✓ Keep all file names same as the original to establish a versioning history
- ✓ Note that City reviewers will use their review group name to label markups (i.e. AE BSPA, Electrical Plans, Tree Review, etc.)
- ✓ Click 'Upload Complete' on e-forms to complete an active task (clicking 'Save + Close' only saves work and will not remove task from your workflow)