Planning & Development Services

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*e*PlanReview Quick Guide: How to Log In

1. E-mail Invitation

We send a temporary password via e-mail along with a link to your project. *If you do not receive the e-mail as expected, check your spam folder for mail from eReview@cityofboise.org.*

2. Browser Requirements

Since ePlanReview is a web-based application, no special software is needed. However, only runs in **Internet Explorer** (IE) version 6 or greater. It will not run in any other brower such as Google Chrome, Firefox etc.

3. Disable Pop-Up Blockers

Since ePlanReview displays plans in pop-up windows, the browser's pop-up blockers must be disabled. If ePlanReview does not open after logging in, a pop-up blocker has prevented the main project window from opening. Pop-up blockers will allow you to disable blocking for specific websites. Check these links for pop-up information:

- **Pop-up blocker information**
  http://windows.microsoft.com/en-US/windows-vista/Internet-Explorer-Pop-up-Blocker-frequently-asked-questions
- **How to add ePlanReview as a trusted site**
  http://windows.microsoft.com/en-US/windows-vista/Security-zones-adding-or-removing-websites

4. Create ePlanReview Profile

The e-mail's "*ePlanReview Login*" link opens the login screen. Enter your e-mail address and temporary password. If you already have an account but forgot your password, click "*Forgot your Password?*" for help.

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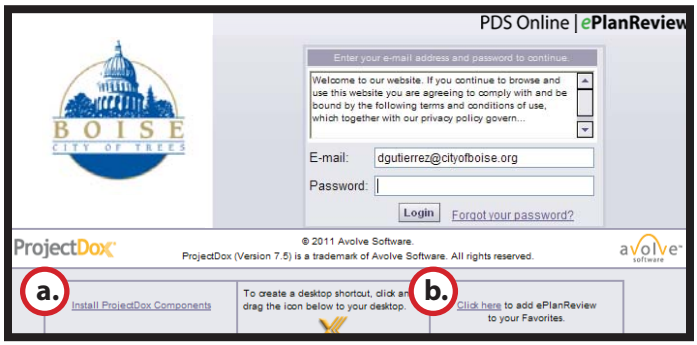
5. Create a New Password

- To keep your information secure, please create a new password after entering your contact information at the "Profile" screen.
- The passwords are encrypted. Please enter a security question when prompted, and be sure to save the data.

6. Install ProjectDox Components

a. ActiveX
At the login screen (*below*), click the "Install ProjectDox Components" link to install the necessary ActiveX components. If prompted to install additional Active X components later, please do so.

b. Desktop Shortcuts
Send a shortcut to your desktop or add ePlanReview to your Favorites.



ePlanReview Login Screen