



ePlanReview Quick Guide: How to Log In

1. Email Invitation

We send an email invitation along with a link to the ePlanReview login screen. First time applicants receive a temporary password within this email. Follow the link provided to log in and begin to upload your drawings & documents. *If you do not receive the email as expected, check your spam folder for mail from eReview@cityofboise.org.*

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2. Log in & Update Profile

Enter email address and temporary password provided.


- First time users will need to update their password and profile information.
- 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
- If you already have an account but forgot your password, click "Forgot your password?" For help

4. 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-locker-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>
- **Download the Brava viewer component** – need link from Fran

3. Browser Requirements

 For best results use **Internet Explorer 11** (IE) (32-bit only) as your default browser. Follow the instructions below to ensure full functionality. ePlanReview will also run other browsers such as Google Chrome, Firefox etc.

5. Install ProjectDox Components

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

