



Pipeline Design Division

EPlan Review

WSSC ePlan Review PDD Applicant Guide

Pipeline Design Division (PDD) Applicant User Guide – Revised February 2025	In addition to this user guide, please refer to the instructions provided in the electronic task forms (eForms) for further assistance.
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1. ELECTRONIC PLAN SUBMISSION

The WSSC ePlan Review system is a web-based solution for electronic plan review that will allow plans, drawings, and documents to be submitted electronically. This system will improve the plan review cycle, reduce costs associated with plan review, as well as support green initiatives.

All new and existing project plan reviews for the WSSC Pipeline Design Division (PDD) are to be submitted electronically to WSSC for review.

1.1 Water Infrastructure Section, Sewer Infrastructure Section and Replacement Planning Section.

To get started:

1. The Water Infrastructure Section, Sewer Infrastructure Section, and Replacement Planning Section will assign an Engineering Consultant Firm through a Basic Ordering Agreement (BOA) and Task Order (TO) assignment.
2. Once the BOA TO is assigned, the Project Manager (PM) will create an entry for the TO in the ePlan Review. WSSC will send an email invitation to the applicant to upload project documents plans into ePlan Review (Refer to [Login to WSSC ePlan Review](#) for more details).
3. Review the standards for renaming drawings and document files, border spacing, acceptable file formats, etc. (Refer to [Standards Section and Appendices](#) in this guide.)

1.2 Relocations Section

All new and existing Relocation projects are to be submitted electronically to WSSC for review. This includes State Highway Administration, Montgomery County, Prince Georges County, Local Municipalities, Abandonment Vacation Petitions, Fence Requests, Grading Plans and all minor facility relocation requests.

To get started:

1. Complete a Relocation Project Preliminary Submittal Request Form (located on the WSSC Relocations website under **Relocations Quick Links** tab). If applicable, review fees shall be requested by the WSSC Section Manager upon receipt of the project submittal request. Fees may be submitted electronically through the Relocations Electronic Fee System (REFS) at [WSSC Water - Login](#) or by mailing a payment to the following address or arrangements can be made for drop off at:

Washington Suburban Sanitary Commission

Attn: Relocations Section Manager

14501 Sweitzer Lane

Laurel, MD 20707-5902

NOTE: The initial fee is subject to change based on the Project Manager (PM) review of the plans.

2. Once the Relocation Project Submittal Request Form and fees are received, WSSC will send an email invitation to the applicant to upload Relocation plans into ePlan Review (Refer to [Login to WSSC ePlan Review](#) for more details).

NOTE: Applicants must upload files for WSSC review within 30 days of submitting the Relocation Project Submittal Request Form and fees.

3. Review the standards for how to name your drawing and document files, border spacing, acceptable file formats, etc. (Refer to [Electronic Plan Standards](#) in this guide.)

1.3 Standards

Standards allow for easy identification of drawing by naming convention, vector file types to facilitate the most efficient review, color-coding of comments for visual identification of departments, and so on.

1.3.1 Required Files

1. **Drawing Files** – all required drawings following WSSC standards for submission (along with other information required by the WSSC’s checklist).
2. **Supporting Document Files** – all other files that are required as part of the project submission but are not drawing files.

NOTE: Each drawing and document page must be uploaded as a separate file with the exception of Relocations Section Applicant Drawing Files. The applicant is permitted to upload files as one file for review. Large files exceeding 200 sheets may require to be separated for upload.

1.3.2 Electronic Plan Standards

The standards within this section apply to all PDD Drawing Files.

Water Infrastructure Section, Sewer Infrastructure Section, Replacement Planning Section and Relocations Section:

Standard minimum sketch size is 22x34, single sheet, vector-based PDF, with layers. Minor relocation impacts such as FH relocation, minor lowering relocation (25 feet or less), for example, may be placed on sketch size 11x17 sheet (Relocation Section Only).

- Use WSSC PDD AutoCAD Basesheet Template for all submittals
- Use PDD Checklist for ePlan Review
- Use the WSSC AutoCAD Standard Layer Naming Convention (W&S Layer Requirements). Layers are required for all submittals.
- The stamp/signature block size and location is to match the base template.
- Do not submit color PDFs, the PDF should resemble a Black & White printed drawing matching WSSC AutoCAD standards.

The a [WSSC Civil Drafting Standards | WSSC Water](#) Use the base template WSSC-PDD sheet files.dwt.

NOTE: Users of AutoCAD releases prior to 2009, may find difficulty importing and using the WSSC base sheet template files (.dwt) due to WSSC running AutoCAD release 2010 and newer. As a solution to this problem WSSC has posted the original AutoCAD (.dwg) 2010 files on the website which may be used in conjunction with Autodesk's freeware TrueView & TrueConvert program to create backwards compatible .dwg files. We have been able to verify that this translation process has worked successfully for consultants running AutoCAD versions 2007 and earlier. Refer to link below for more information and to download Autodesk TrueView:

<http://usa.autodesk.com/adsk/servlet/pc/index?id=6703438&siteID=123112>

1.3.3 File Naming Standards – Plans

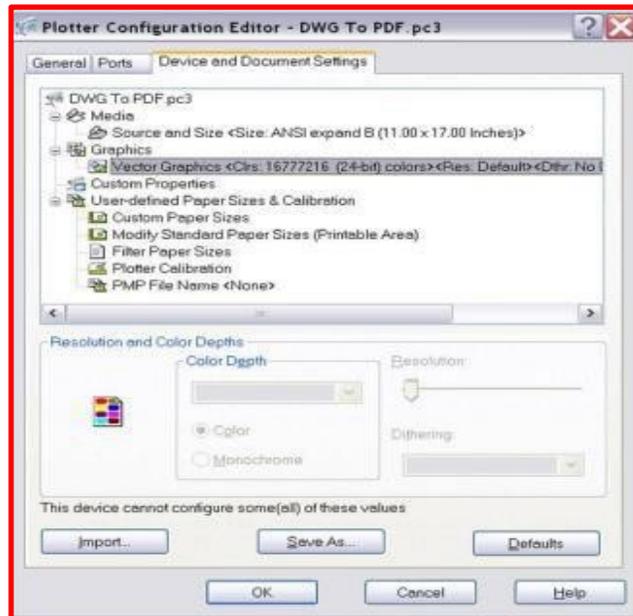
File names for drawings submitted through ePlan Review must include a Priority Designation character (A-Z), followed by a 3-digit sheet number and drawing type/name (Example: B001- Composite Plan).

Note: File name length restriction is 50 characters including file extension characters (.pdf). File names for both drawings and documents must remain the same for all submittals – do not version files when uploading resubmitted files.

1.3.4 File Type Standards

Only Vector-Based PDF files are accepted for project drawings. AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector-Based PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

Supporting files may be in the following formats: *PDF, DOC, DOCX, XLS, or XLSX*. Please submit searchable Vector-Based PDF files for calculations, reports and other supporting documentation (non-drawing files).

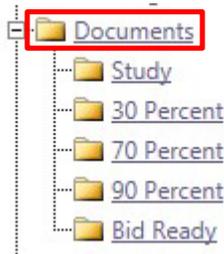


1.3.5 Digital Signatures

- All uploaded 90% and Bid-Ready WSSC design drawings must contain a Professional Engineer (PE) registered in the State of Maryland seal and Professional Certification Statement on all sheets. Only the seal will be placed on the design drawings.
- All Applicant drawings submittals for the Relocation Section Review must contain a Professional Engineer (PE) registered in the State of Maryland seal and Professional Certification Statement on all sheets. Only the seal will be placed on the design drawings.
- The design drawings will be prepared for digital signatures by the WSSC Project Manager, to include P.E. signature and all WSSC approval signatures.

1.3.6 Folder Structure

- All drawings should be uploaded to the proper “**Drawings**” folder for each project. Other documentation should be uploaded into the proper “**Documents**” folder for each project.



1.3.7 Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more “changemarks.” Changemarks are created to quickly identify a markup and associated comments.

NOTE: Corrected files should always be re-submitted with the same file name as the original submittal.

Standard Markup Names and Colors:

DSD Plan Review Workflow	
Group Name	Markup Color
Assessments	Turquoise
Civil - Corrosion	Dark Green

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Civil - General	Dark Green
DSD - Design	Red
DSD - Hydraulics	Dark Blue
DSD - Permits	Light Blue
DSD - Project Manager	Red
Electrical	Turquoise
Environmental - General	Brown
Environmental - Odor	Brown
Facilities Design and Construction	Turquoise
GeoTechnical	Turquoise
GIS	Turquoise
Intake	Light Blue
Land Services	Pink
Management	Maroon
Mechanical	Turquoise
Pipeline Construction	Pea Green
Planning - Sewer	Yellow
Planning - Water	Yellow
Process Control	Turquoise
Production	Turquoise
Regulatory Services	Purple (SU/SEP)
Specs	Turquoise
Structural	Turquoise
Systems Control	Turquoise
Telecommunications	Turquoise
Utility Services	Light Green

2. LOGIN TO WSSC EPLAN REVIEW

2.1 ePlan Review Invitation

You will receive an email invitation from the ePlan Review system notifying you to start uploading plans into ePlan Review once your project is created. An ePlan Review Invitation will be sent to your e-mail address. The email will contain your login information and information about your project, including a link to the project. A task 'Applicant Upload' will also be created for you for your specific project in ePlan Review.

Please refer to the [WSSC ePlan Review \(ProjectDox\) system](https://planreview.wsscwater.com/ProjectDox/):

<https://planreview.wsscwater.com/ProjectDox/>

WSSC ePlan Review

Applicant Upload Task Assignment

Hello PSU:

Welcome to the WSSC ePlan Review (ProjectDox) system. This project invitation has been sent to you in response to your Plan Case Project Application via WSSC ePermit system. A project has been created in the WSSC ePlan Review (ProjectDox) system to allow you to electronically upload your drawings and supporting documents for plan review.

To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password (if this is your first submission, a temporary password was sent in a separate email)
3. Click on the Project Number link or the "Applicant Upload Task" for the project, if not already in your project. The Project Number link or the "Applicant Upload Task" are located under the "Tasks (PF)" tab on your "Home" screen. [Note: the "Home" screen has three tabs: "Tasks (PF)", "Tasks (PD)", and "Projects". All new projects and their tasks will be located under the "Tasks (PF)" tab.]
4. Click on the "Drawings" folder to upload your main project drawings or "Documents" folder to upload any supporting documents. Please refer to the Applicant Guide for detailed instructions on each folder's content and file naming conventions for the specific project type (i.e., HPA, SEP, SU, etc.). The Applicant Guide is located on the ePlan Review (ProjectDox) Login screen.
5. Click the "Upload Files" button and follow the instructions to upload your drawings and/or documents
6. Complete the "Applicant Upload" task found in your task list to submit your project to WSSC for review.

WSSC will accept the following file types.

Drawings Supporting Documents:

.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	Your email address
Project Name:	DA6063Z21
Project Description:	HPA - Alabama (ProjectFlow Test)
Project Permit Access Link	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact ds gintake@wsscwater.com or call 301-206-8650.

Please do not reply to this email.

2.1.1 New Users

Browser Compatibility: The WSSC ePlan Review system (9.4 version ProjectDox) is compatible with all browsers: Edge, Chrome, Firefox, Safari.

- External users (Engineers/Stakeholders) can use all browser types.

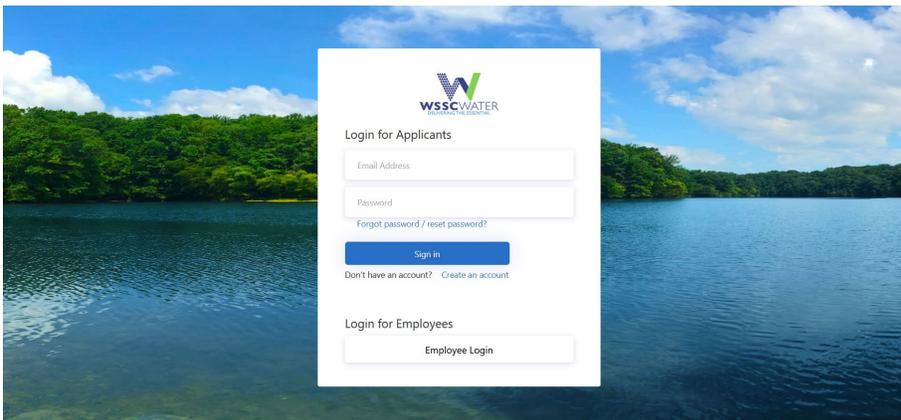
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- Internal WSSC reviewers are advised to use Edge which offers more robust markup/changemark capabilities for reviewers (i.e., measurement tool, edit of existing markup/changemark comments).

Using all browsers:

Prior to logging into the ePlan Review (ProjectDox) application, the following actions must be completed:

1. If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ePlan Review (ProjectDox) web address (<https://wssc-md-us.avolvecloud.com/ProjectDox/>). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc). Once the ePlan Review (ProjectDox) site is allowed, you will be able to utilize the application.
 - The login page also provides a shortcut that you can drag and drop onto your Desktop as well as a link to save the ePlan Review (ProjectDox) web address to your favorites.
2. To sign in, enter your email address and temporary password (first time user) and click the Login button, as shown below:



Note: A temporary password will be provided to you in the initial ePlan Review email invitation. The ePlan Review system will automatically require you to create a permanent password.

3. Enter your new password and reconfirm the new password and personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters in length with

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at least one number, one alpha character and no special characters. This Profile Information can be accessed at anytime by selecting the “Profile” button at the top of the Home page.

The screenshot shows the WSSC WATER logo at the top left. Below it is the 'Profile Information' section. A 'Temporary Password' field displays 'AAE327C' with a 'Reset User's Password' button next to it. Below the password field are four tabs: 'Contact Information', 'User Metadata', 'Project Membership', and 'Group Membership'. The 'Contact Information' tab is active. A red asterisk indicates a required field. The form contains the following fields:

First Name: *	<input type="text" value="Julie"/>	Last Name: *	<input type="text" value="Plumber TWO"/>
Email: *	<input type="text" value="plumber2wssc@gmail.com"/>		
Title: *	<input type="text" value=""/>		
Company: *	<input type="text" value=""/>		
Address 1: *	<input type="text" value=""/>		
Address 2:	<input type="text" value=""/>		
City: *	<input type="text" value=""/>		
State/Province: *	<input type="text" value=""/>	Postal Code: *	<input type="text" value=""/>
Phone: *	<input type="text" value=""/>	Fax:	<input type="text" value=""/>
Mobile:	<input type="text" value=""/>	Site Utility Num:	<input type="text" value=""/>
Stamps:	<input type="text" value=""/>		
Language: *	<input type="text" value="en"/>		

1. To sign in, enter your email address and temporary password (first time user) and click the Login button, as shown:

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NOTE: A temporary password is provided in the initial ePlan Review email invitation. Once logged-in, the ePlan Review system will automatically require you to create a permanent password.

2. Enter your new password and reconfirm the new password and personal account information. Yellow highlighted and asterisked fields are required but a full profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters in length with at least one number, one alpha character, and no special characters. The profile information can be accessed at any time by selecting the **Profile** button at the top of the Home page.

WSSC ePlan Review

Settings for **Julie Plumber TWO** (plumber2wssc@gmail.com)

Welcome to WSSC ProjectDox 9.1 - TEST.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

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

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

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

* Required field

First Name: *	<input type="text" value="Julie"/>	Last Name: *	<input type="text" value="Plumber TWO"/>
Email: *	<input type="text" value="plumber2wssc@gmail.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"/> ⓘ		
Language:*	<input type="text" value="en"/> ▼		

2.1.2 Existing Users

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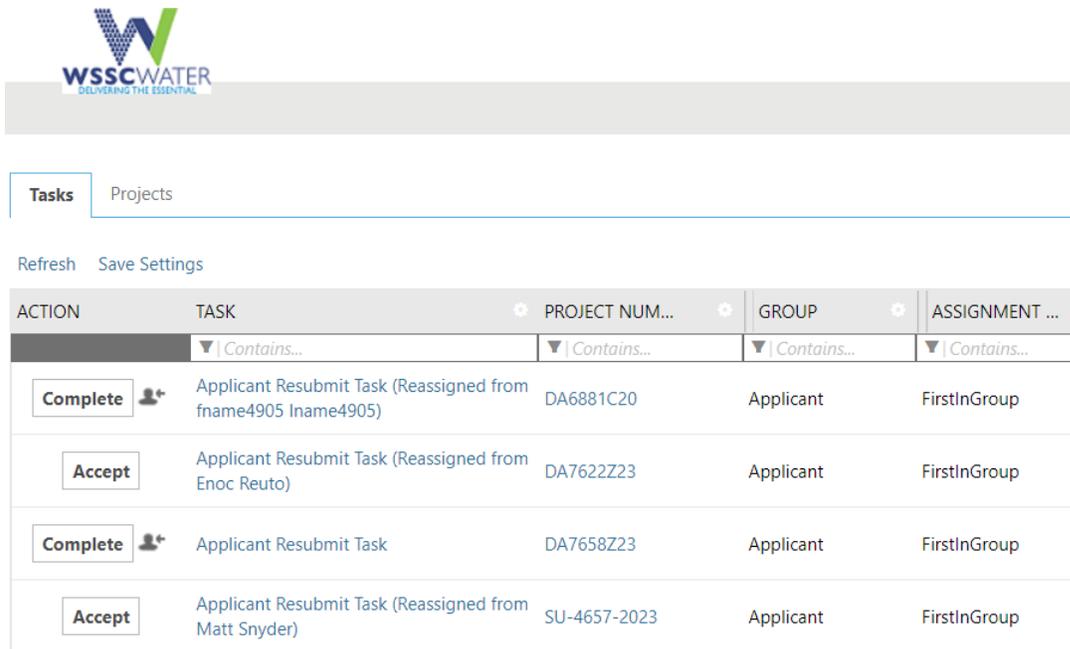
If you are a returning user, log in to ePlan Review with your full email address and password. If you have forgotten your password, click on the **Forgot Password** button, so that it can be emailed to you. This will work only if you have logged in once and added a security question and answer.

Locating a Project

After you have successfully logged into ePlan Review (ProjectDox 9.3) you will see the **Home** screen displayed. The **Home** screen contains three tabs: “**Tasks** ”and “**Projects**”. Default is to **Tasks** tab.

- **Tasks** - this tab is where all tasks associated with projects will be located;
- **Projects** - this tab is to access all records through the project link.

1. Any outstanding tasks that require your action will be located under the **Tasks** tab.



WSSC WATER
DELIVERING THE ESSENTIAL

Tasks Projects

Refresh Save Settings

ACTION	TASK	PROJECT NUM...	GROUP	ASSIGNMENT ...
Complete	Applicant Resubmit Task (Reassigned from fname4905 lname4905)	DA6881C20	Applicant	FirstInGroup
Accept	Applicant Resubmit Task (Reassigned from Enoc Reuto)	DA7622Z23	Applicant	FirstInGroup
Complete	Applicant Resubmit Task	DA7658Z23	Applicant	FirstInGroup
Accept	Applicant Resubmit Task (Reassigned from Matt Snyder)	SU-4657-2023	Applicant	FirstInGroup

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2. Any projects for which you have access will display under the **Projects** tab.

The screenshot shows the WSSC ePlan Review PDD Applicant Guide interface. At the top left is the WSSC WATER logo with the tagline 'SOLVING THE ESSENTIALS'. To the right is a navigation bar with a 'Home' button, a search icon, and a search field labeled 'Project: Enter project name'. Below the navigation bar are two tabs: 'Tasks' and 'Projects', with 'Projects' being the active tab. Under the 'Projects' tab, there are two buttons: 'Refresh' and 'Save Settings'. The main content area is a table with the following columns: ACTION, PROJECT NUMBER, LOCATION, PROJECT TYPE - PROJECT NAME, and WSSC OWNER. Each column has a search field labeled 'Contains...'. The table contains five rows of project data:

ACTION	PROJECT NUMBER	LOCATION	PROJECT TYPE - PROJECT NAME	WSSC OWNER
	Test-9.3.7.6-Adan	Laurel, MD	SCCR - Test 9.3.7.6 Adan	Adan Rivera
	SU-4419-2024	Laurel, MD	SU - SU Test 9.3.7.6 Adan	Adan Rivera
	Zone - Dami22-SaaS	Laurel, MD	ZONE - Dami SaaS Zone Test	WSSC EPlans
	DR9376Z24	Laurel, MD	DRP - DR Test 9.3.7.6 Adan	Adan Rivera
	MSU-4417-2024	Laurel, MD	MSU - Dami SaaS MSU Test	WSSC EPlans

- The Projects tab defaults to **Recent Projects**. The **Recent Projects** button will list the recent projects you have entered. Click on the **All** button and all projects for which you have access will display.
- The buttons 'Recent Projects' or 'All' will display blue as indicator of the project list displayed.

The screenshot shows the navigation bar and project list controls. The navigation bar includes a 'Home' button, a search icon, a search field labeled 'Project: Enter project name', and buttons for 'Create Project', 'All Tasks', 'Site Reports', 'Logout', and 'Admin'. Below the navigation bar, there are three buttons: 'All', 'Recent', and 'Hidden', with 'All' being highlighted in yellow. To the right of these buttons is a 'Show 10 records' dropdown menu. Below the buttons is a table header with columns: 'WSSC OWNER', 'STATUS', and 'CREATE DATE'.

3. Search is available on each column. Enter your search criteria (partial or full) in the 'Contains...' field located immediately under the column header name. Sort is available on each column. The column data can be sorted ascending or descending order by toggling your clicks on the column header.

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Home

Tasks Projects

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT NUMBER	PROJECT DESCRIPTI...	GROUP	ASSIGNMEN
Accept	Applicant Upload Task	SU-9997-2024	SU - Matt's SU Test for PDox SaaS	Applicant	FirstInGroup
Complete	Batch Stamp Task	DA9997A24	SEP - Matt's SEP Test for PDox SaaS	DSD - Project Manager	FirstInGroup
Complete	DSD - Project Manager Department Review cycle #1	DA9997Z24	HPA - Matt's TEST HPA for SaaS	DSD - Project Manager	FirstInGroup

Initial Upload

1. Click on the "Accept" button for the specific project that corresponds to the plans you will be uploading to accept the task for uploading files.

Tasks Projects

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT NUMBER	PROJECT DESCRIPTI...	GROUP
Accept	Applicant Upload Task	SU-9997-2024	SU - Matt's SU Test for PDox SaaS	Applicant

2. Click the "Upload Drawings" button to upload the requires design and support drawings or "Upload Documents" button to upload the required supporting project documents.

APPLICANT UPLOAD

Project Information Contacts

Project Number SU-9997-2024
Project Type Site Utility
Project Status Applicant Upload
Address 14501 SWEITZER LN
City LAUREL
State MD
Postal Code 20707-0000

Task Instructions
Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

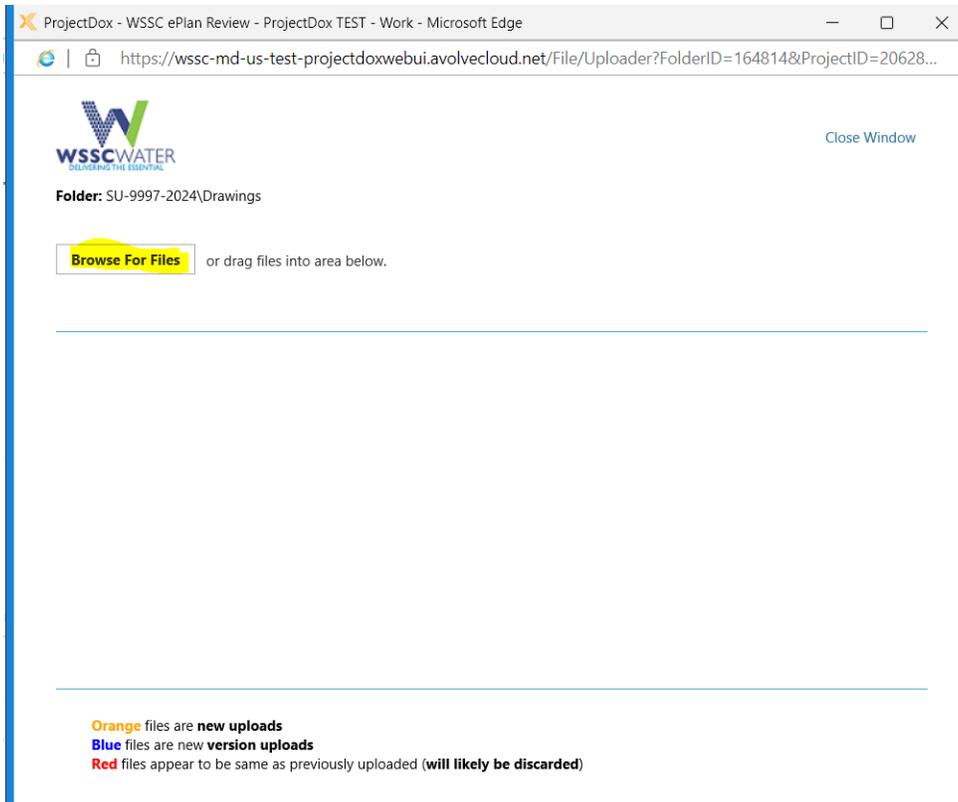
File Upload for: SU-9997-2024

Please click appropriately for the **type of files** you are uploading.

Unloaded files

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3. Click on the “Browse for Files” button to go to the file location on your computer and select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. You can also drag and drop files into the upload window list. Click the “Open” button and the files selected will then be copied to the upload window.



The screenshot shows a web browser window titled "ProjectDox - WSSC ePlan Review - ProjectDox TEST - Work - Microsoft Edge". The address bar shows the URL: <https://wssc-md-us-test-projectdoxwebui.avolvecloud.net/File/Uploader?FolderID=164814&ProjectID=20628...>

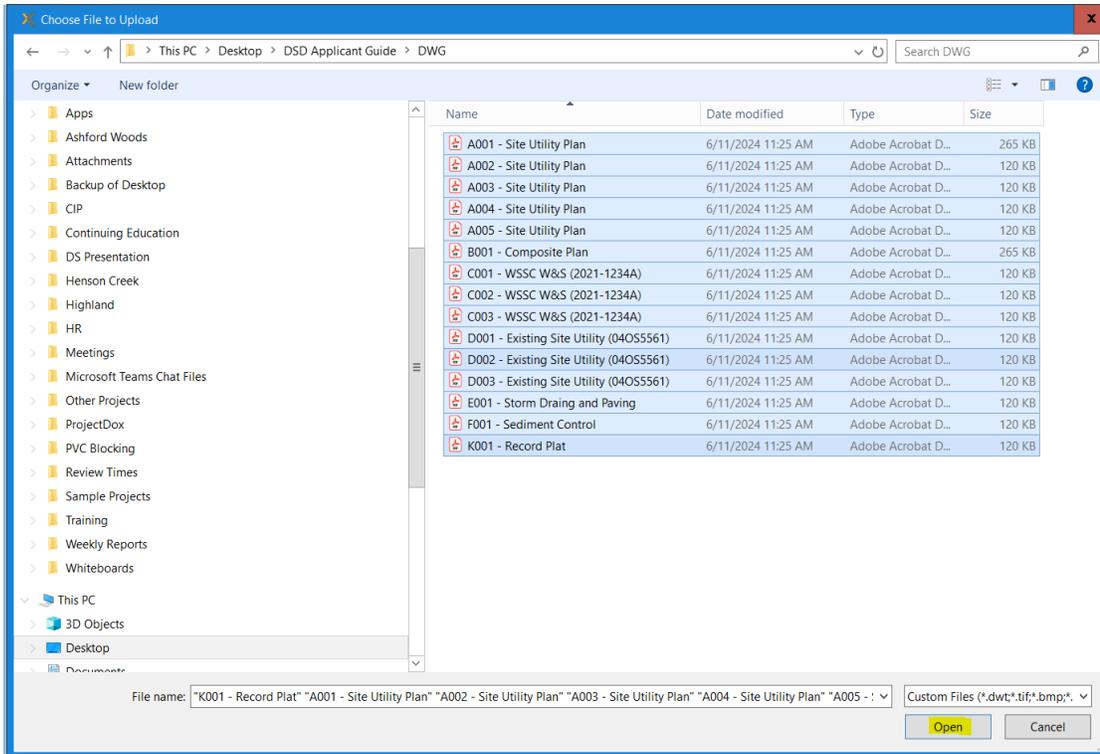
The page features the WSSC WATER logo with the tagline "DELIVERING THE ESSENTIAL" and a "Close Window" button. Below the logo, the folder path is displayed as "Folder: SU-9997-2024\Drawings".

A yellow button labeled "Browse For Files" is highlighted, followed by the text "or drag files into area below." Below this text is a large, empty rectangular area for file uploads.

At the bottom of the page, there is a legend for file colors:

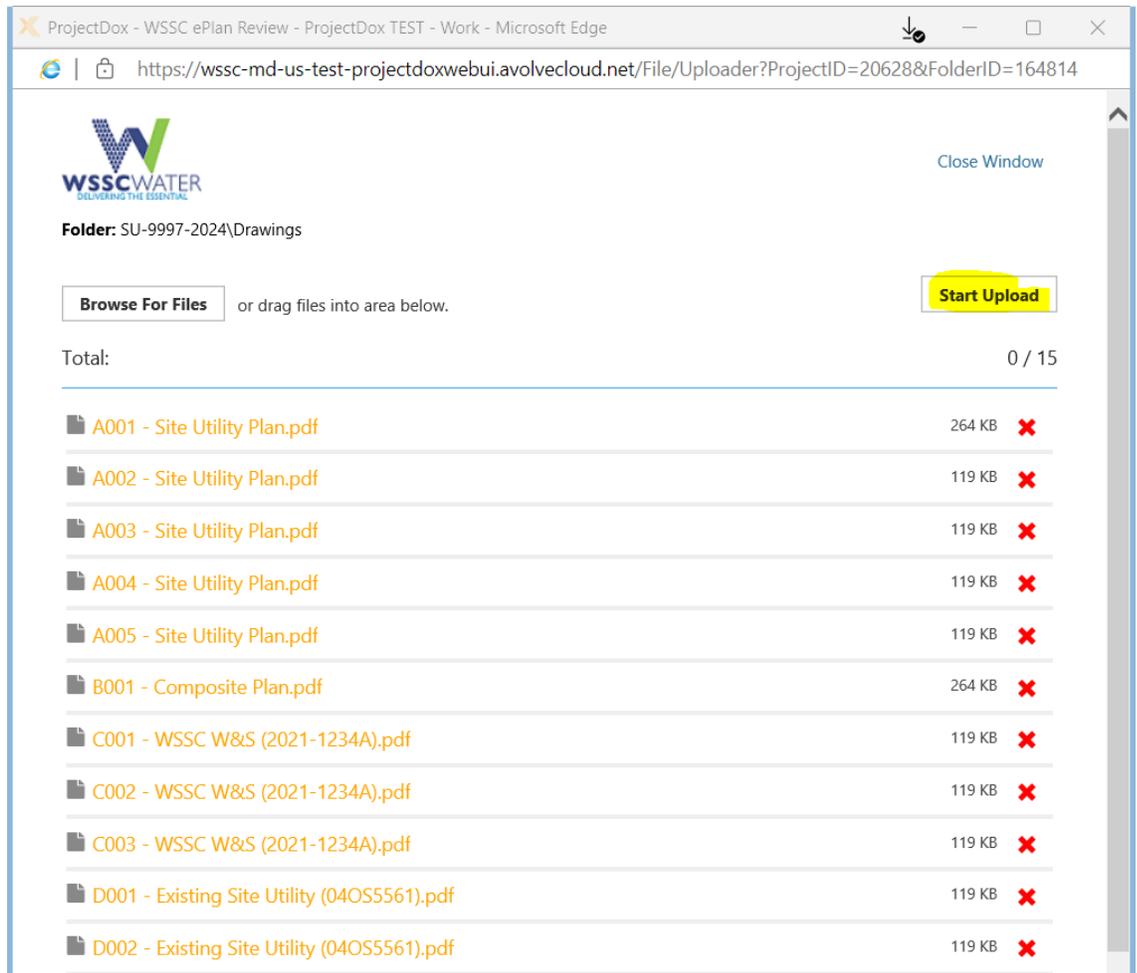
- Orange** files are **new uploads**
- Blue** files are new **version uploads**
- Red** files appear to be same as previously uploaded (**will likely be discarded**)

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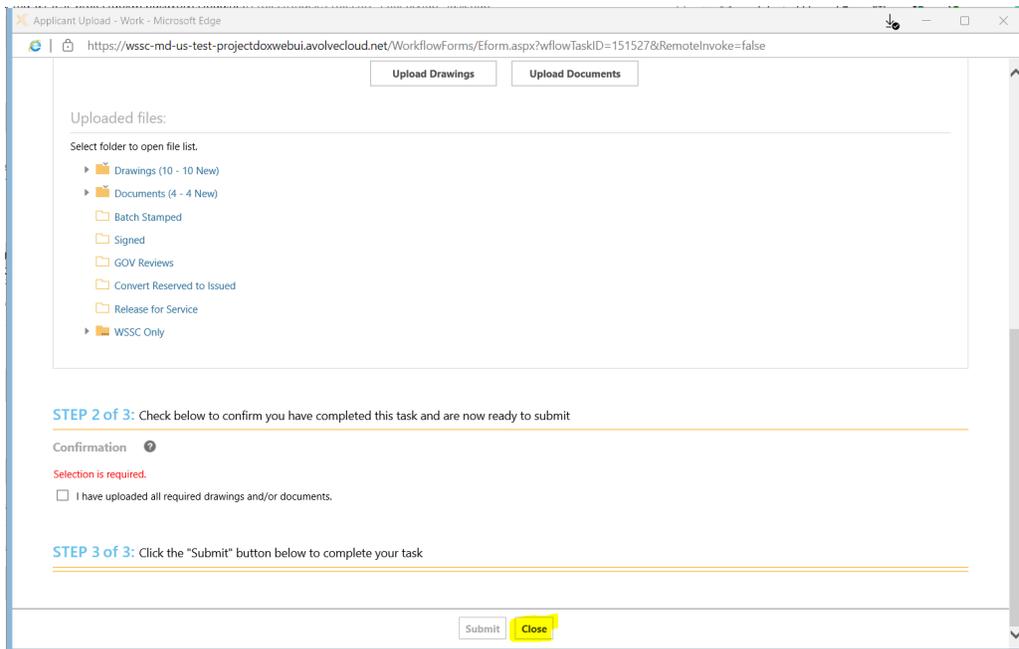
4. Click the “Start Upload” button to begin the upload



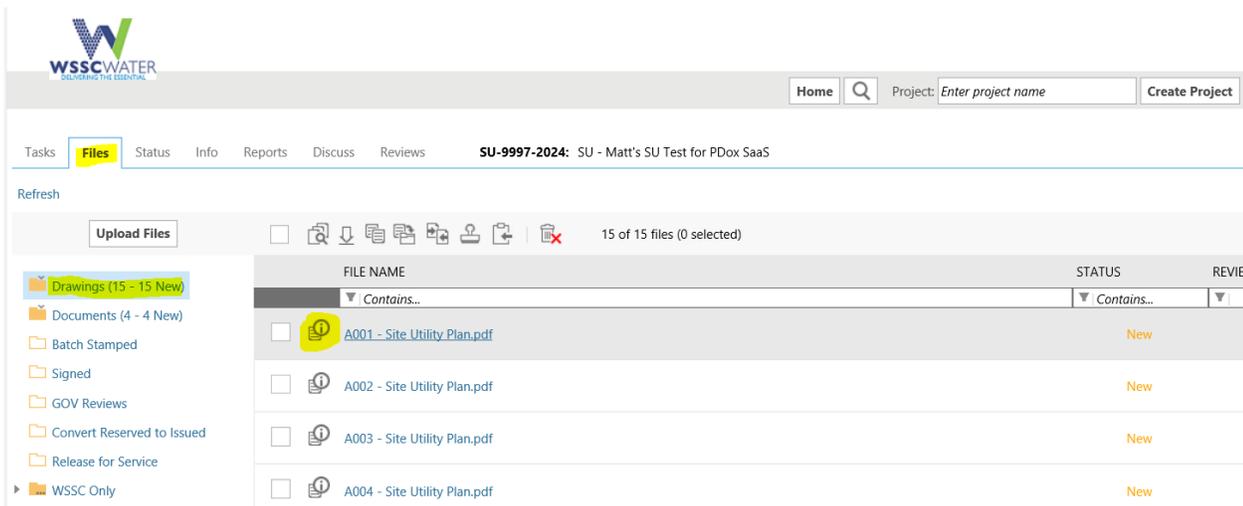
5. Repeat the process for the Documents.

6. To double check the correct files were uploaded, scroll to the bottom of the window and hit the “Close” button.

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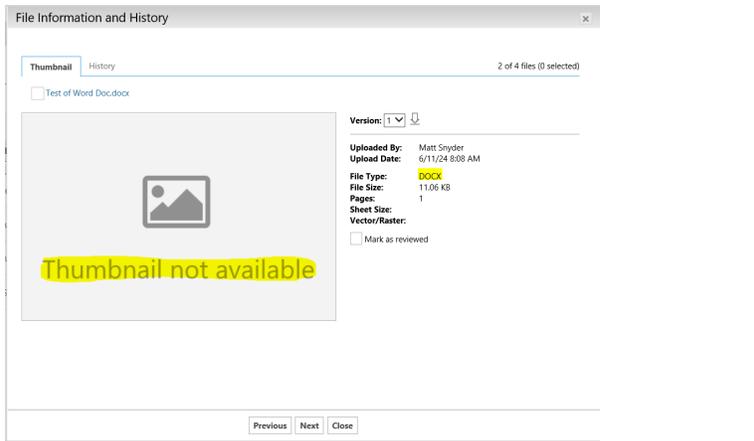
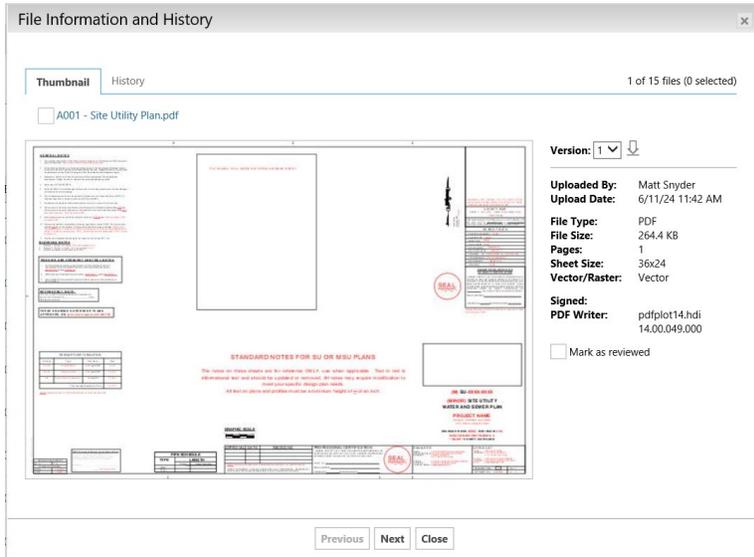


7. Click on the Files, then click the drawings folder, to display the files within the folder. Click on the information button (paper with an “i”) to see a preview.



8. The files information is displayed along with a preview. The preview function may not work for all file types (Word, Excel, etc). Double click the file preview or “thumbnail not available” to open the file.

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- If corrections are required return to the previous steps to upload the correct drawings or documents. After confirming all files are correct, click on the “Tasks” tab and click on the “Applicant Upload Task”.


Home

Tasks
[Files](#)
[Status](#)
[Info](#)
[Reports](#)
[Discuss](#)
SU-9997-2024: SU - Matt's SU Test for PDox SaaS

Start New Workflow

[Refresh](#)
[Save Settings](#)
[Reset Settings](#)

ACTION	TASK	PROJECT NUMBER	GROUP	ASSIGNMENT TY...	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
Complete	Applicant Upload Task	SU-9997-2024	Applicant	FirstInGroup	Accepted

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10. Scroll down to the bottom of the window. If all drawings and documents have been uploaded, then check the box. The submit button will turn from gray to black. Click on the "Submit" button to submit the project to WSSC.

Applicant Upload - Work - Microsoft Edge

https://wssc-md-us-test-projectdoxwebui.avolvecloud.net/WorkflowForms/Eform.aspx?wflowTaskID=151527&RemotelInvoke=false

Upload Drawings Upload Documents

Uploaded files:

Select folder to open file list.

- Drawings (10 - 10 New)
- Documents (4 - 4 New)
- Batch Stamped
- Signed
- GOV Reviews
- Convert Reserved to Issued
- Release for Service
- WSSC Only

STEP 2 of 3: Check below to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

Selection is required.

I have uploaded all required drawings and/or documents.

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Close

11. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to WSSC to start the prescreening process to determine if the submittal requirements have been met.

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review

Tasks (PF) | Tasks (PD) | Projects

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Upload Task	DA5555G55	DA5555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant	FirstInGroup	Pending

1 - 1 of 1 records

2

WSSC ePlan Review

Tasks (PF) | **Tasks (PD)** | Projects

Project Name	Task	Attached To	Status	Priority
DA4002720	ApplicantUpload	Applicant	Pending	

WSSC ePlan Review

Tasks (PF) | Tasks (PD) | Projects

Recent Projects Refresh Save Settings

PROJECT	OPTIONS	DESCRIPTION	OWNER
Contains...		Contains...	Contains...
DA5555F55		SEP - Julie Place One, Part 6	Julie Gingrich

1 - 1 of 1 records

Home All Tasks Profile Logout

Recent Projects All Projects

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review

Tasks (PF) | Tasks (PD) | Projects

All Projects Refresh Save Settings Reset Settings

PROJECT	OPTIONS	DESCRIPTION
4002		Contains...
DA4002Z20		HPA - Bryan Hall

1 matching records

supporting project documents.

WSSC ePlan Review

DA555G55

Main Contact: SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

Expand current | Collapse

DA555G55

- Drawings
- Documents
- Signed

Task List

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Upload Task	DA555G55	DA555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant	FirstInGroup	Accepted	Medium

1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
DA555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	DSD - Project Manager	Active	Integrated Version (Version 3)	5/8/2018 3:17:21 PM

1 - 1 of 1 records

WSSC ePlan Review

DA555G55

Main Contact: SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

Folder: DA555G55\Drawings

No files currently exist in Drawings.

To upload files into this folder
 (1) Click the Upload button below
 (2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#) [Upload Files](#)

Task List

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP
Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Upload Task	DA555G55	DA555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant

1 - 1 of 1 records

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review Close Window

Folder: DA6666A18\Drawings

Upload Files **Upload URL**

Browse For Files Browse For Files Upload Files

Browse for files or drag files into this area.

Open

UPLOAD FI... DOWNLOAD FILES Search DOWNLOAD FILES

Organize New folder

Name	Date modified	Type	Siz
02-0159.pdf	12/26/2013 4:25 PM	Adobe Acrobat D...	
12DA5404D - completed form 10-22-12.xls	10/22/2012 5:10 PM	Microsoft Excel 97...	
12DA5404D - testing download 10-22-12...	10/22/2012 5:06 PM	Microsoft Excel 97...	
12DA5404D.xls	10/22/2012 5:11 PM	Microsoft Excel 97...	
A001 - 99M9903 1st PSU QA Review.pdf	12/27/2012 11:42 ...	Adobe Acrobat D...	
A001 - 411029 - Plan - WSSC Comments...	12/24/2012 11:31 ...	Adobe Acrobat D...	
A001 - 411029 - Plan.pdf	12/24/2012 9:26 AM	Adobe Acrobat D...	
A001 - Site Utility Plan (Ray's 13os1347)...	12/27/2012 10:42 ...	Adobe Acrobat D...	
A001 - Site Utility Plan (12os1322).pdf	12/27/2012 10:36 ...	Adobe Acrobat D...	
A001 - Site Utility Plan 13os1365.pdf	12/27/2012 10:34 ...	Adobe Acrobat D...	
A002 - Site Utility Plan (12os1322).pdf	5/3/2013 2:10 PM	Adobe Acrobat D...	
C001 - 411029 - Plan -- Wayne's Review ...	12/24/2012 9:24 AM	Adobe Acrobat D...	

File name: .dwt,.tif,.bmp,.dwf,.dwg,.pdf,.d

Open Cancel

WSSC ePlan Review [Close Window](#)

Folder: DA5555G55\Drawings

Upload Files | **Upload URL**

Browse For Files [Browse For Files](#) | [Upload Files](#)

Browse for files or drag files into this area.

<input type="checkbox"/> A002 - Site Utility Plan.pdf	0B/798.58KB <input type="checkbox"/>
<input type="checkbox"/> A001 - Site Utility Plan.pdf	0B/1.45MB <input type="checkbox"/>

0 of 2 uploaded [Hide Details](#)

0B/2.23MB

Internet Explorer

https://planreviewtest.wsscwater.com/ProjectDox/Html5Upload.aspx?FolderID=12726

The following files have been uploaded:

1. A001 - Site Utility Plan.pdf
2. A002 - Site Utility Plan.pdf

[Close](#)

WSSC ePlan Review

DA5555G55

Main Contact:

Folder: DA5555G55\Drawings

SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

View Folders Upload Files

4 of 4 files Current Sort: - Select -

- A001 - Site Utility Plan.pdf**
5/9/2018 5:10:44 PM, 1.5 MB
Julie Plumber FIVE
- A002 - Site Utility Plan.pdf**
5/9/2018 5:10:44 PM, 799 KB
Julie Plumber FIVE
- SC 1122479 (14196 Platinum Dr) Parcel 921.pdf**
5/9/2018 5:04:23 PM, 384 KB
Julie Plumber FIVE
- SC 1122480 (14194 Platinum Dr) Parcel 970.pdf**
5/9/2018 5:04:23 PM, 1 MB
Julie Plumber FIVE

Task List

Refresh Save Settings

OPTIONS	TASK
	Contains...
	Applicant Upload Task

1 - 1 of 1 records

Workflow Instances

NAME
DA5555G55 - DSD Plan Review - 5/9/2018 5:10:44 PM

1 - 1 of 1 records

APPLICANT UPLOAD

Project Information	Contacts
<hr/>	
Project Number	DA5555G55
Project Type	System Extension Project
Project Status	Applicant Upload
Address	6767 DAVID CT
City	SILVER SPRING
State	MD
Postal Code	209042104
<hr/>	

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

I have uploaded all required drawings and/or documents.

4. SECURITY TIMEOUT

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

5. PRESCREENING

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This will be performed by WSSC for all project submittals. Allow a minimum of three (3) working days after you have uploaded your documents and completed the Applicant Upload task for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a *Prescreening Corrections Task Assignment* email with instructions on the changes requested and how to resubmit.

Pre-Screen Correction Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Pre-Screen Corrections Task to send the project back to WSSC for review.

If a Pre-Screen Re-submission fee for Prescreen review is due, please ensure the current re-submission fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Pre-Screen Corrections Task. **Please Note:** Your project will be rejected if the re-submission fee has not been received.

- An invoice for the Pre-Screen Re-submission fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

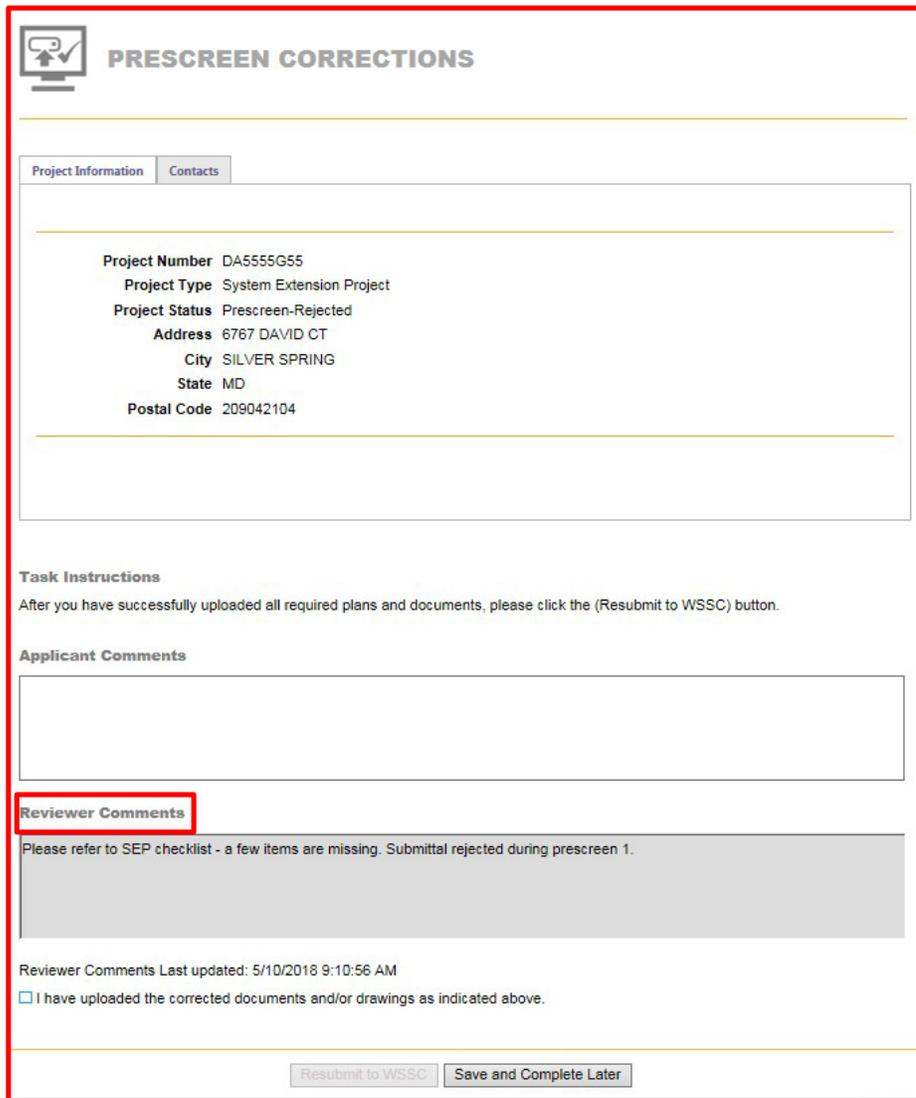
Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

NOTE: For technical issues/problems with WSSC ePlan review, please contact your Project Manager (PM).

1. Click the link in the email to access the ePlan Review (ProjectDox) site and login into ePlan Review.
2. The Prescreen Correction task will appear under the **Tasks (PF)** tab on the **Home** screen. Click on this task and this will launch a new window with the Prescreen Corrections task eForm.

WSSC ePlan Review PDD Applicant Guide



PRESCREEN CORRECTIONS

Project Information Contacts

Project Number DA555G55
Project Type System Extension Project
Project Status Prescreen-Rejected
Address 6767 DAVID CT
City SILVER SPRING
State MD
Postal Code 209042104

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

Applicant Comments

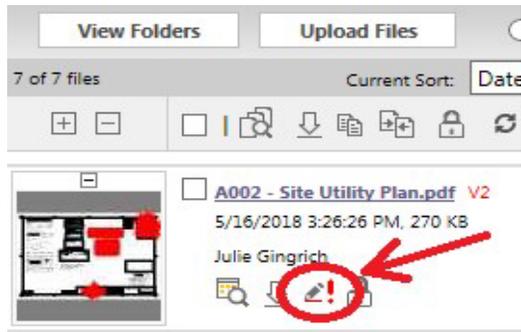
Reviewer Comments

Please refer to SEP checklist - a few items are missing. Submittal rejected during prescreen 1.

Reviewer Comments Last updated: 5/10/2018 9:10:56 AM
 I have uploaded the corrected documents and/or drawings as indicated above.

- a. Review any Reviewer comments.
 - b. Close the Prescreen Corrections task eForm, (you will re-open the eForm later when you want to resubmit the project back to WSSC after you have made the required corrections to the submittal).
3. Review WSSC's comments to identify which requirements are noted as missing.
- a. WSSC's comments will always be provided via **'Markup comments'** (to view a plan markup, click on the icon next to the drawing as shown here.)

WSSC ePlan Review PDD Applicant Guide



NOTE: If incorrect file naming convention is used on files, the file will need to be deleted (Refer to the [Deleting Files](#) section for instructions).

4. After you have identified the missing or corrected drawings and/or documents to upload, login to ePlan Review (if not already logged in) and enter the project.
5. Upload the missing and/or corrected drawings and documents (Refer to the [Uploading Files Section](#) for more information).

NOTE: When a file has a 'markup comment', the applicant must upload a new version of the file (continue to use the same file name when uploading corrected plans).

6. Click back to the Prescreen Corrections task eForm with your task assignment as shown below.

WSSC ePlan Review PDD Applicant Guide



PRESCREEN CORRECTIONS

Project Information Contacts

Project Number DA5555G55
Project Type System Extension Project
Project Status Prescreen-Rejected
Address 6767 DAVID CT
City SILVER SPRING
State MD
Postal Code 209042104

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

Applicant Comments

Reviewer Comments

Please refer to SEP checklist - a few items are missing. Submittal rejected during prescreen 1

Reviewer Comments Last updated: 5/10/2018 9:10:56 AM

I have uploaded the corrected documents and/or drawings as indicated above.

Resubmit to WSSC Save and Complete Later

7. When the eForm opens, place a checkmark for the following statement “I have uploaded the corrected...” and the **Resubmit to WSSC** button will display for you to click to complete your task.

NOTE: If the Pre-Screen Re-Submission fee is due, please ensure the current re-submission fee has been submitted and received by the Section before clicking the Resubmit to WSSC button to return your project to WSSC.

Upon completion, WSSC will be notified that the files have been completed or corrected and will continue with the Prescreening process.

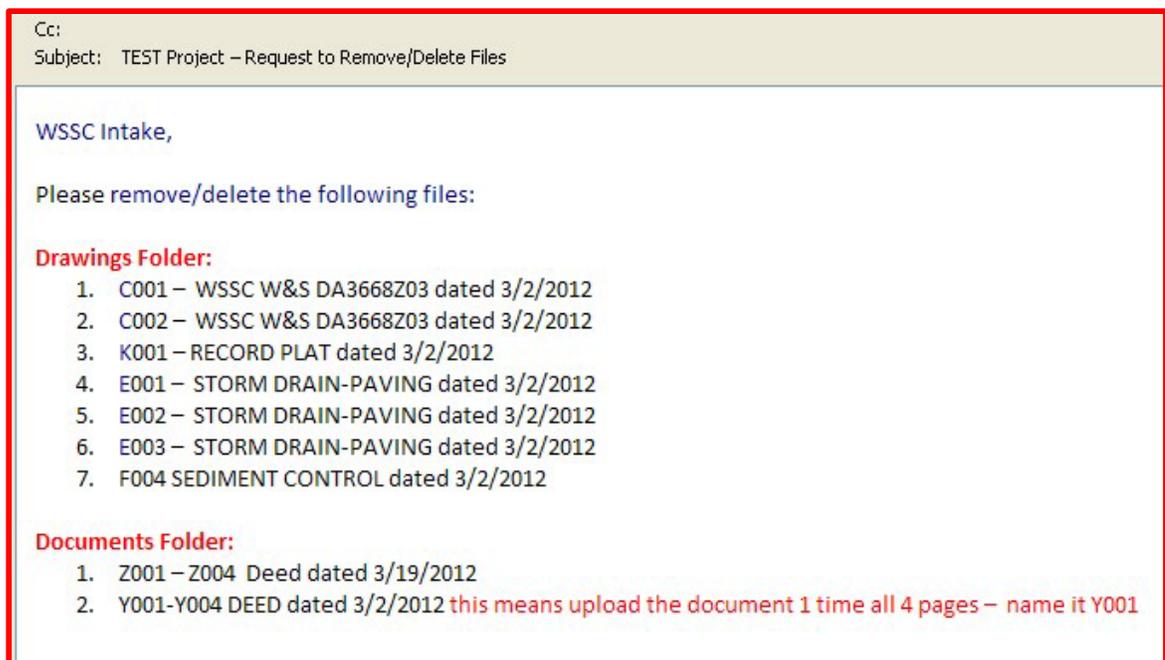
5.1 Acceptance

If your submittal passes the Prescreen process and is accepted, it will immediately move into the formal review process, and you will receive a notification email stating this.

5.2 Delete Files

The applicant (engineer) does not have the ability to delete a file from the ePlan Review (ProjectDox) System; only the **WSSC Intake Group** has this ability. Therefore, when a submittal is rejected because an incorrect file naming convention was used on a file(s), the file(s) will need to be deleted. The applicant (engineer) will need to send an email request to **WSSC Intake Group (Project Manager)** specifying the exact name of the file, the date of the file, and the folder location (Drawings or Documents) of the file to be deleted. Please send the OUTLOOK email to the appropriate **WSSC Project Manager (PM)** to request the file to be removed.

Email Example:



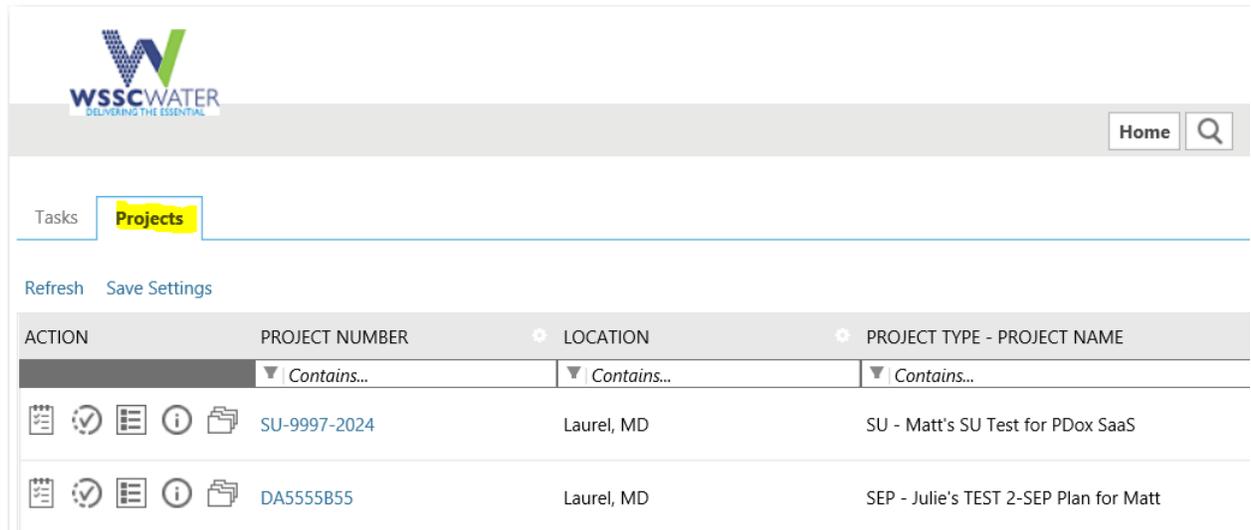
6. PROJECT STATUS

Once you have logged into ePlan Review (ProjectDox) click on the Projects tab. The projects screen will display, listing all projects. The status of each project is displayed under the Status column on the respective screen. A more detailed timeline of the project reviews (prescreen and formal) which have taken place can be found under the **Plan Review- Workflow Routing Slip report**.

The **Current Project - Workflow Routing Slip** report is a very useful tool to enable you to see at all times exactly where your project reviews stand. Below are the instructions on how to access this report.

WSSC ePlan Review PDD Applicant Guide

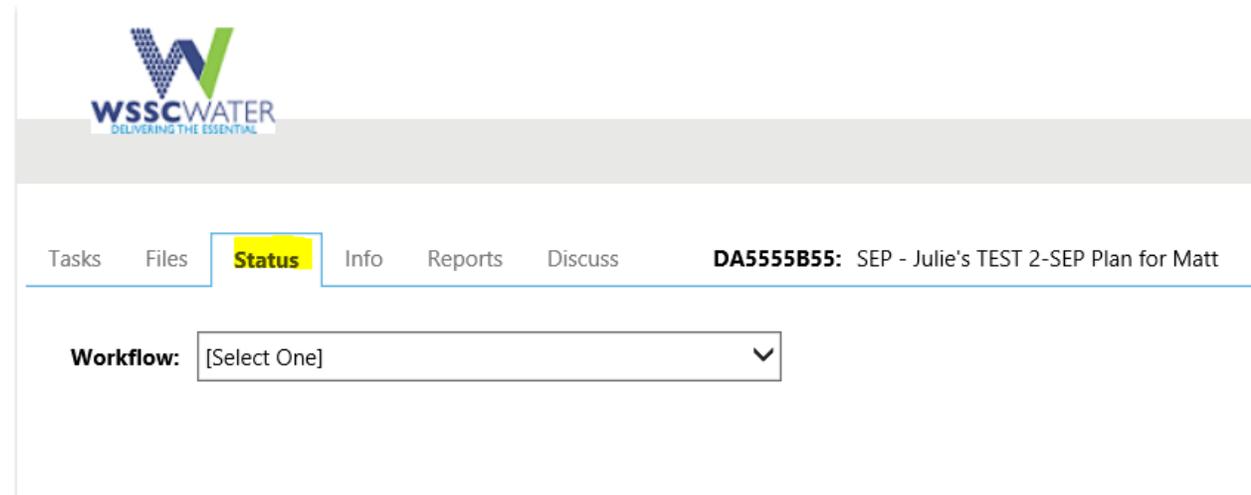
- 1) Click on the Project Number on the projects tab to enter the project. Example: BR1234A25,



The screenshot shows the WSSC ePlan Review PDD Applicant Guide interface. At the top left is the WSSC WATER logo with the tagline "DELIVERING THE ESSENTIAL". To the right of the logo is a "Home" button and a search icon. Below the logo is a "Tasks" section with a "Projects" tab highlighted in yellow. Underneath the "Projects" tab are "Refresh" and "Save Settings" buttons. The main content area is a table with the following columns: ACTION, PROJECT NUMBER, LOCATION, and PROJECT TYPE - PROJECT NAME. The table contains two rows of project data.

ACTION	PROJECT NUMBER	LOCATION	PROJECT TYPE - PROJECT NAME
    	SU-9997-2024	Laurel, MD	SU - Matt's SU Test for PDoX SaaS
    	DA555B55	Laurel, MD	SEP - Julie's TEST 2-SEP Plan for Matt

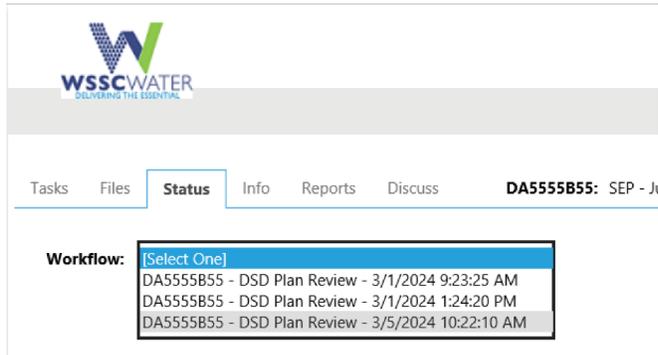
- 2) Click on the **Status** tab



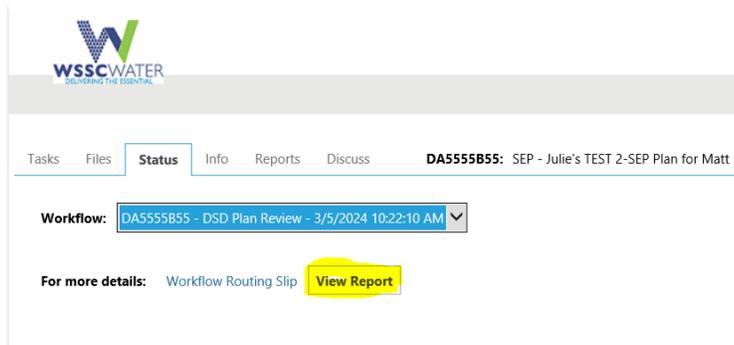
The screenshot shows the WSSC ePlan Review PDD Applicant Guide interface with the "Status" tab selected. The WSSC WATER logo and "Home" button are visible at the top. Below the logo is a "Tasks" section with "Files", "Status", "Info", "Reports", and "Discuss" tabs. The "Status" tab is highlighted in yellow. To the right of the tabs is the project name "DA555B55: SEP - Julie's TEST 2-SEP Plan for Matt". Below the tabs is a "Workflow:" label followed by a dropdown menu with "[Select One]" and a downward arrow.

WSSC ePlan Review PDD Applicant Guide

3) Select the most recent workflow from the drop-down menu.



4) Click on the "View Report" button



5) The report provides the task name, the task status, the review cycle, when the task was assigned, accepted and completed, created, the group name (who has responsibility for the task - applicant or WSSC), who the user was who completed the task, and how much time the task user has spent on the task. The Review Cycle indicates how many formal reviews were performed on the project.

WSSC ePlan Review PDD Applicant Guide

Plan Review - Workflow Routing Slip

Report Generated: **06/11/2024 09:17 AM**

Review Type: **DSD Review**

Number of Files: **0**

Project Name: **DA5555B55**

Workflow: **DA5555B55 - DSD Plan Review - 3/5/2024 10:22:10 AM**

Total Review Comments:

Total Review Cycle: **1**

Days Calculated as: **Business Days**

Time Elapsed: **49 days 4 hrs**

Time with Jurisdiction: **49 days 4 hrs**

Time with Applicant: **0 days 0 hrs**

Completed Submission (Prescreen):

Completed Plan Review: **49 days 4 hrs**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Applicant Upload Task	Completed		0	03/05/2024 10:22 AM	03/05/2024 10:23 AM	03/05/2024 10:23 AM	Applicant	Matt Snyder	0 days 0 hrs
Prescreen Review Task	Completed		0	03/05/2024 10:23 AM	03/05/2024 10:23 AM	03/05/2024 10:24 AM	Intake	Matt Snyder	0 days 0 hrs
Assign Reviewers Task	Completed		0	03/05/2024 10:24 AM	03/05/2024 10:24 AM	03/05/2024 10:24 AM	Intake	Matt Snyder	0 days 0 hrs
DSD - Project Manager Department Review cycle #1	Completed	Approval	1	03/05/2024 10:24 AM	03/05/2024 10:24 AM	05/13/2024 02:18 PM	DSD - Project Manager	Matt Snyder	49 days 4 hrs
DSD - QA Review Department Review cycle #1	Completed	Approval	1	03/05/2024 10:26 AM	03/05/2024 10:27 AM	05/13/2024 02:18 PM	DSD - QA Review	Matt Snyder	49 days 4 hrs
DSD - QA Review 2 Department Review cycle #1	Completed	Approval	1	03/05/2024 10:26 AM	05/13/2024 02:17 PM	05/13/2024 02:17 PM	DSD - QA Review 2	Matt Snyder	49 days 4 hrs
Review Complete Task	Completed		1	05/13/2024 02:18 PM	05/13/2024 02:18 PM	05/13/2024 02:19 PM	DSD - Project Manager	Matt Snyder	0 days 0 hrs
Batch Stamp Task	Completed		1	05/13/2024 02:19 PM	05/13/2024 02:19 PM	05/13/2024 02:19 PM	DSD - Project Manager	Matt Snyder	0 days 0 hrs

Total Completion Time: 49 days 3 hrs

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review

Tasks (PF) Tasks (PD) **Projects**

Recent Projects Refresh Save Settings

PROJECT	OPTIONS	DESCRIPTION	OWNER
Contains...		Contains...	Contains...
DA5555G55		SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)	Julie Gingrich
DA5555F55		SEP - Julie Place One, Part 6	Julie Gingrich

1 - 2 of 2 records

WSSC ePlan Review

DA5555G55

Home All Tasks Profile Logout **Project Reports** Project Tasks

Main Contact: SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

DA5555G55

Task List

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	Contains...
	Discussion Corrections Task	DA5555G55	DA5555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant	FirstGroup	Accepted	Medium	5/17/2018 9:11:03 AM	5/10/2018 9:11:03 AM	SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED	COMPLETED
DA5555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	DSD - Project Manager	Active	Integrated Version (Version 3)	5/8/2018 3:17:21 PM	

1 - 1 of 1 records

Home All Tasks Profile Logout **Project Reports** Project Tasks

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review

DA5555G55

Main Contact:

Expand current | Collapse |

SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

DA5555G55

- Drawings (4 Files - 4 New)
- Documents
- Signed

View	Report Name
	Current Project - All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report
	Current Project - All Files Report
	Current Project - All Group Users
	Current Project - All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Report
	Current Project - Files Viewed By Date
	Current Project - Folders Entered By Date
	Current Project - Unpublished Files
	Current Project - Users Entered By Date
	ProjectFlow - Changemarks
	ProjectFlow - Department Review Status
	ProjectFlow - Discussion Board Plan Review Report
	ProjectFlow - Workflow Routing Slip

Workflow Routing Slip Report						
Project Name:	DA5555G55					
Workflow Started:	05/08/2018 3:17 PM					
Report Generated:	05/10/2018 12:01 PM					
Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name
Applicant Upload Task	Completed		05/08/2018 3:17 PM	05/08/2018 3:31 PM	05/10/2018 9:07 AM	Applicant
Prescreen Review Task	Completed		05/10/2018 9:07 AM	05/10/2018 9:09 AM	05/10/2018 9:11 AM	Intake
Prescreen Corrections Task	Accepted		05/10/2018 9:11 AM	05/10/2018 10:15 AM		Applicant
						Total Work

7. CHANGE NOTIFICATION AND PLAN RESUBMIT

7.1 Review Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below: You will receive an *Applicant Resubmit Task Assignment* email notification from the ePlan Review (ProjectDox) system requesting revised drawings and/or documents.

WSSC ePlan Review PDD Applicant Guide

Applicant Resubmit Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed, but has generated comments or requires corrections. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ePlan Review \(ProjectDox\)](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Applicant Resubmit Task to send the project back to WSSC for review

If an Extra Review Fee is due, please ensure the current fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Applicant Resubmit Task. **Please Note:** Your project will be rejected if the extra review fee has not been received.

- An invoice for the Extra Review fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact #dsgintake@wsscwater.com or call 301-206-8650.

Please do not reply to this email.

Applicant Resubmit Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed, but has generated comments or requires corrections. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ePlan Review \(ProjectDox\)](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Applicant Resubmit Task to send the project back to WSSC for review

If an Extra Review Fee is due, please ensure the current fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Applicant Resubmit Task. **Please Note:** Your project will be rejected if the extra review fee has not been received.

- An invoice for the Extra Review fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

NOTE: For technical issues/problems with WSSC ePlan review, please contact your Project Manager (PM).

1. Click the link in your email to access the ePlan Review (ProjectDox) site.
2. Login to ePlan Review (ProjectDox). The Applicant Resubmit task will display under the **Tasks (PF)** tab on the Home screen.

WSSC ePlan Review PDD Applicant Guide

WSSC ePlan Review

Tasks (PF) | Tasks (PD) | Projects

Refresh | Save Settings | Reset Settings

OPTIONS	TASK	PROJECT	DESCRIPTION	GROUP	STATUS
	Contains...	Contains...	Contains...	Contains...	Contains...
	Applicant Resubmit Task	DA5555G55	SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)	Applicant	Pending

1 - 1 of 1 records

WSSC WATER
SUSTAINING THE FUTURE

Home

Tasks | Projects

Refresh | Save Settings | Reset Settings

ACTION	TASK	PROJECT NUMBER	PROJECT DESCRIPTI...	GROUP	ASSIGNMENT T...	STATUS
	Contains...	9997	Contains...	Contains...	Contains...	Contains...
Accept	Applicant Resubmit Task	SU-9997-2024	SU - Matt's SU Test for PDox SaaS	Applicant	FirstInGroup	Pending

WSSC ePlan Review PDD Applicant Guide

3. Click on Applicant Resubmit Task to accept the task and access the eForm. You should close the eForm at this time.



APPLICANT RESUBMIT

Project Information | [Contacts](#) | [Review Results](#)

Project Number SU-9997-2024
Project Type Site Utility
Project Status Returned to Applicant
Address 14501 SWEITZER LN
City LAUREL
State MD
Postal Code 20707-0000

Task Instructions

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 2

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

Submit

Close

APPLICANT RESUBMIT

Project Information

Contacts

Project Number DA5555G55

Project Type System Extension Project

Project Status Returned to Applicant

Address 6767 DAVID CT

City SILVER SPRING

State MD

Postal Code 209042104

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

View/Edit Changemark Items (10)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
DSD - Permits	Julie Gingrich Julie.Gingrich@wsscwater.com	Contingent Approval	<input type="text"/>	<input type="text"/>
DSD - Project Manager	Julie Gingrich Julie.Gingrich@wsscwater.com	Disapproval	<input type="text"/>	<input type="text"/>
DSD - Design	Julie Gingrich Julie.Gingrich@wsscwater.com	Incomplete	<input type="text"/>	<input type="text"/>
DSD - Hydraulics	Julie Gingrich Julie.Gingrich@wsscwater.com	Approval	<input type="text" value="nothing to reply."/>	<input type="text"/>
Land Services	Julie Gingrich Julie.Gingrich@wsscwater.com	Comments Provided	<input type="text"/>	<input type="text"/>

Task Instructions

I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise the project review will be rejected.

I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to WSSC for further review.

Resubmit to WSSC

Close

4. Click on the Review Comments button to review the comments. The comments can also be exported to Excel and a response imported back into the form.

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WSSC ePlan Review

DA5555G55

Main Contact:

Folder: DA5555G55\Drawings SEP - Julie's Test 5-8-18 WF (Batch Stamp Folder)

View Folders Upload Files

4 of 4 files Current Sort: - Select -

<input type="checkbox"/>	A001 - Site Utility Plan.pdf	5/9/2018 5:10:44 PM, 1.5 MB	Julie Plumber FIVE
<input type="checkbox"/>	A002 - Site Utility Plan.pdf	5/9/2018 5:10:44 PM, 799 KB	Julie Plumber FIVE

Task List

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP
	Contains...	Contains...	Contains...	Contains...
	Applicant Resubmit Task	DA5555G55	DA5555G55 - DSD Plan Review - 5/8/2018 3:17:20 PM	Applicant

1 - 1 of 1 records

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 4

Info Only Comments: 0

Files with Markups: 2

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

- Some of WSSC’s comments can also be seen by clicking on the pen with the red check mark near the files (highlighted below).

WSSC WATER DELIVERING THE ESSENTIAL

Home Project: Enter project name Create Project All Tasks

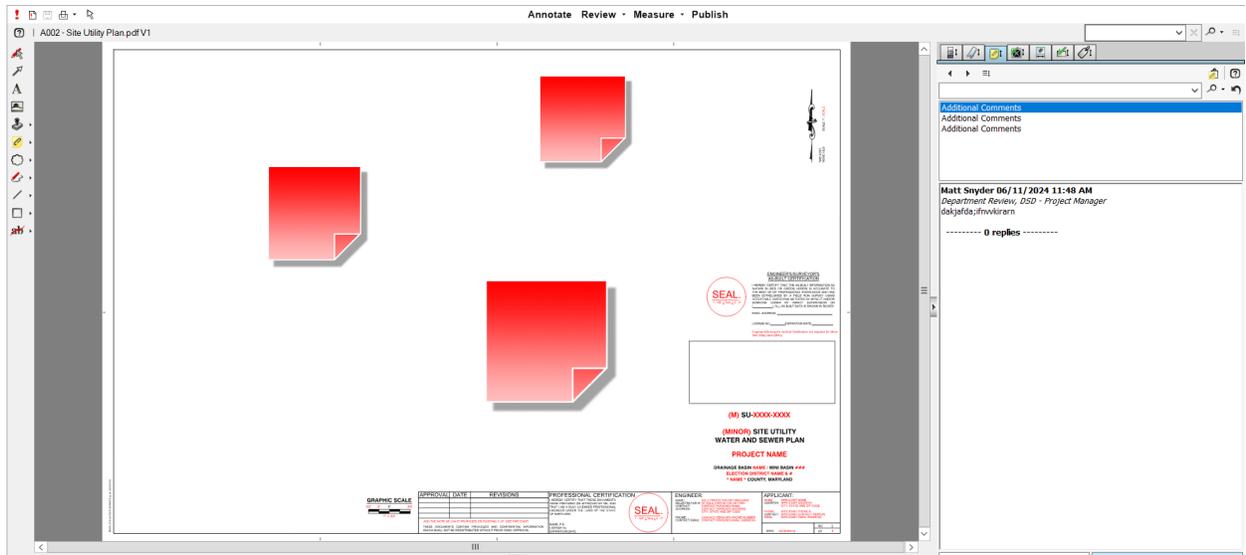
Tasks **Files** Status Info Reports Discuss Reviews **SU-9997-2024:** SU - Matt's SU Test for PDocx SaaS

Refresh

Upload Files 15 of 15 files (0 selected)

FILE NAME	STATUS	REVIEWED
Contains...	Contains...	
<input type="checkbox"/> A001 - Site Utility Plan.pdf		
<input type="checkbox"/> A002 - Site Utility Plan.pdf		

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6. These comments ONLY appear on the version of the file that the comment was made. So, comments on the 1st review will NOT appear on the 2nd version of the file. The engineer shall ensure that all comments are adequately address as WSSC cannot approve a plan with unresolved comments from any review cycle.

7.2 Task eForm:

All Markup and Changemark Comments can also be viewed on the **Reviews** tab. This tab also provides and area for responding to comments inside the yellow column on the right of the screen.

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View/Edit Changemark Items (10)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
DSD - Permits	Julie Gingrich Julie.Gingrich@wsscwater.com	Contingent Approval	<input type="text"/>	<input type="text"/>
DSD - Project Manager	Julie Gingrich Julie.Gingrich@wsscwater.com	Disapproval	<input type="text"/>	<input type="text"/>

Home

Tasks Files Status Info Reports Discuss **Reviews**
SU-9997-2024: SU - Matt's SU Test for PDocx SaaS
Main Contact: Matt (Dummy Applicant) Sn

Dept: Status: Response: Search:

Type: Cycle: Time:

Refresh Please enter your responses

Ref.#	Title	Department	Reviewer	Date	Cycle	Response
<input type="checkbox"/>	Ref.# 1 Update HIS Sheet	DSD - Project Manager	Matt Snyder	6/11/24 11:46 AM	Cycle 2	Type your response here.
	<div style="background-color: #800000; color: white; padding: 2px; text-align: center;">Unresolved</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>A001 - Site Utility Plan.pdf</p> <p>The engineer shall update the HIS with the approved version located within the Documents folder</p> </div>					
<input type="checkbox"/>	Ref.# 2 Additional Comments	DSD - Project Manager	Matt Snyder	6/11/24 11:48 AM	Cycle 2	Type your response here.
	<div style="background-color: #800000; color: white; padding: 2px; text-align: center;">Unresolved</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>A002 - Site Utility Plan.pdf</p> <p>dakjafda:jfmvkiram</p> </div>					
<input type="checkbox"/>	Ref.# 3 Additional Comments	DSD - Project Manager	Matt Snyder	6/11/24 11:48 AM	Cycle 2	Type your response here.

Please enter your responses

6/11/24 11:46 AM Cycle 2 Type your response here.

Documents folder

6/11/24 11:48 AM Cycle 2 Type your response here.

A new window will open called the Workflow Review Changemark Viewer. Review markups (Changemarks) on the **“Drawings & Documents”** folders, which are individually listed on the eForm. Full plan markups can be viewed on the project screen via the markup icon.

WSSC ePlan Review PDD Applicant Guide

Workflow Review Changemark Viewer										
Refresh Save Settings Review Cycle: All Group: All										
Show 5 records										
REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED
▽ Equals...	▽ Contains...		▽ Contains...	▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ On...
7	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD - DESIGN - comments on A002	Comments made on A002 under DSD-DESIGN, same user, remove the manhole.	5/11/2018 2:58:50 pm
8	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD-DESIGN - comment 2 on A002	You are obligated to contact the Pipeline Construction Group, Western Construction Zone office at 301-206-7339 no sooner than five business days from the date of this email to schedule a preconstruction meeting. The pre-construction meeting must take place a minimum of 3 business days prior to start of construction. The date construction will commence shall be determined at that meeting.	5/11/2018 2:58:50 pm
9	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	Cmt 3 on A002 made by DSD-DESIGN group	I'm editing the existing DSD-DESIGN group markup with my D/R task for DSD-DESIGN group accepted. in hopes when I save this that the preceding markups comnts will load to the eForm as belonging to DSD-DESIGN group and not DSD-HYDRAULICS group as it does now. Same user in both groups.	5/11/2018 2:58:50 pm
10	Unresolved		DSD - Design	1	Julie Gingrich	A002 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	Cmt 4 (by DSD-DESIGN user)	save	5/11/2018 2:58:51 pm
6	Unresolved		DSD - Design	1	Julie Gingrich	A001 - Site Utility Plan.pdf	DSD-DESIGN - JGingrich	DSD-DESIGN comments by Julie #1	Stuff here.	5/11/2018 1:12:05 pm

1 - 5 of 10 records

29

7.2.1 Review Markups (Changemarks)

To view a plan markup (changemark), click on the icon next to the drawing as shown below to access markups.

+

WSSC ePlan Review PDD Applicant Guide

WSSC WATER

Home Project: Enter project name Create Project All Tasks Site Reports Logout Admin

Tasks Files Status Info Reports Discuss **Reviews** SU-9997-2024: SU - Matt's SU Test for PDoc SaaS Main Contact: Matt (Dummy Applicant) Sr

Dept: DSD - Project Manager Status: Show All Response: Show All Search: Enter keyword
 Type: Show All Cycle: Show All Time: Show All

Refresh

Ref.#	Description	Dept	Reviewer	Date	Cycle	Response
Ref.# 1	Update HIS Sheet	DSD - Project Manager	Matt Snyder	6/11/24 11:46 AM	Cycle 2	Type your response here.
Ref.# 2	Additional Comments	DSD - Project Manager	Matt Snyder	6/11/24 11:48 AM	Cycle 2	Type your response here.
Ref.# 3	Additional Comments	DSD - Project Manager	Matt Snyder	6/11/24 11:48 AM	Cycle 2	Type your response here.

Please enter your responses

6/11/24 11:46 AM Cycle 2 Type your response here.

Documents folder

6/11/24 11:48 AM Cycle 2 Type your response here.

All changemarks will display in the right hand panel. As you review, click on each changemark. The window zooms directly to the red line from the Reviewer.

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The screenshot displays a PDF review application interface. The main window shows a technical drawing titled "SITE UTILITY # 140261442 SITE UTILITY WATER AND SEWER PLAN". The drawing includes a site layout with various utility lines, a "SYSTEMS SEWER FLOW TABLE", and a "PROPOSED SEWER SYSTEM" section. Annotations include a red circle around a specific pipe section and several green circles around other parts of the system. The interface includes a top menu bar with "Review", "Measure", and "Publish" options, and a right-hand sidebar with a comment panel.

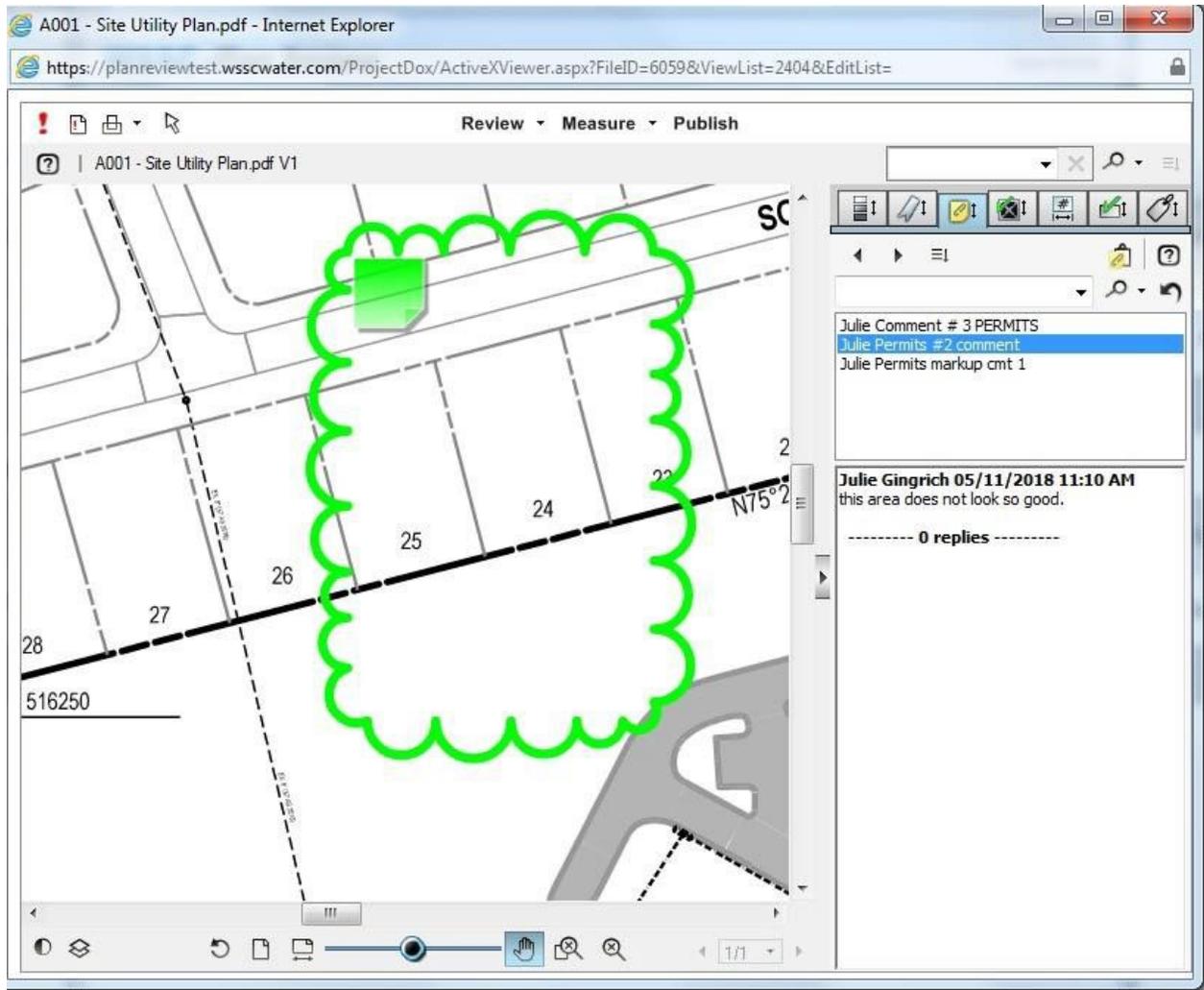
Comment Panel:

DSD-DESIGN comments by Julie #1

- Julie Comment # 3 PERMITS
- Julie Permits #2 comment
- Julie Permits markup cmt 1
- PM - cmts #1
- Pipe - PM # 2

Julie Gingrich 05/11/2018 01:11 PM
Stuff here.

----- 0 replies -----

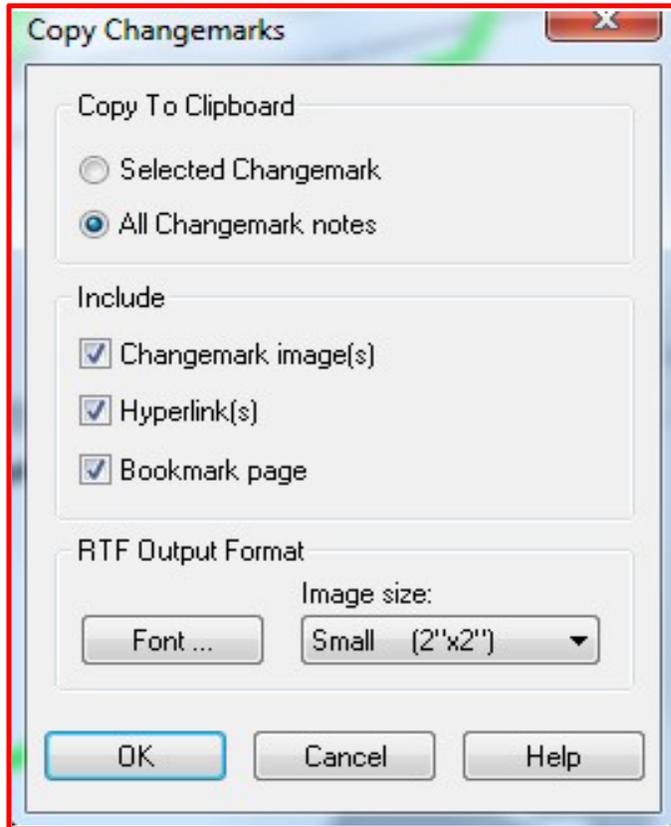


7.2.2 Copy Changemarks

There are a number of ways to print out the markups. Select the **Copy Changemarks** button (in red box below).



Check all boxes and change image size for larger thumbnails of markups.



Open a new MS Word document and right click to paste. The first page will show a list of comments.

An example of copy changemarks is below:

[ADA Code](#) (Ann Russell 09/15/2011 12:44 PM)

[Bathroom](#) (Ann Russell 09/15/2011 12:42 PM)

[Duct Conflict](#) (Ann Russell 09/15/2011 12:44 PM)

[Move Door](#) (Chrystal Jones 09/27/2011 07:49 AM)

[Remove Wall](#) (Chrystal Jones 09/27/2011 07:46 AM)

ADA Code

[\(Back to List\)](#)

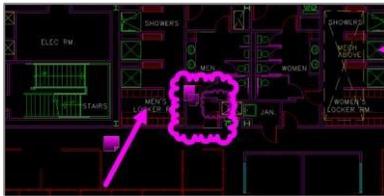
WSSC ePlan Review PDD Applicant Guide



Created by: Ann Russell
On: 09/15/2011 12:44 PM

Wall too close to door opening

Bathroom [\(Back to List\)](#)



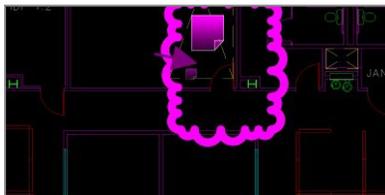
Created by: Ann Russell
On: 09/15/2011 12:42 PM
Change to Women's Locker Room

Duct Conflict [\(Back to List\)](#)



Created by: Ann Russell
On: 09/15/2011 12:44 PM
Door too close to duct bank.

Move Door [\(Back to List\)](#)



Created by: Chrystal Jones

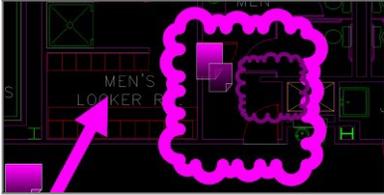
WSSC ePlan Review PDD Applicant Guide

On: 09/27/2011 07:49 AM

Door is not free of overhead mechanical

Remove Wall

[\(Back to List\)](#)



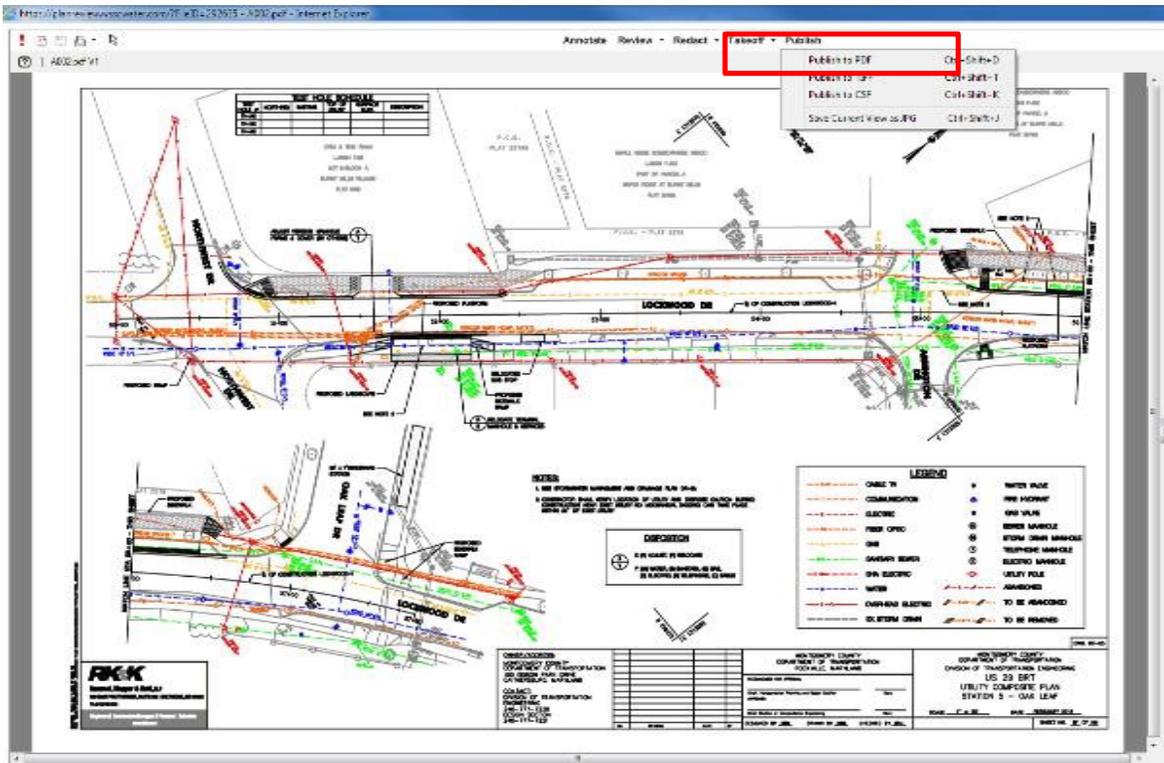
Created by: Chrystal Jones

On: 09/27/2011 07:46 AM

ADA clearance not met - correct

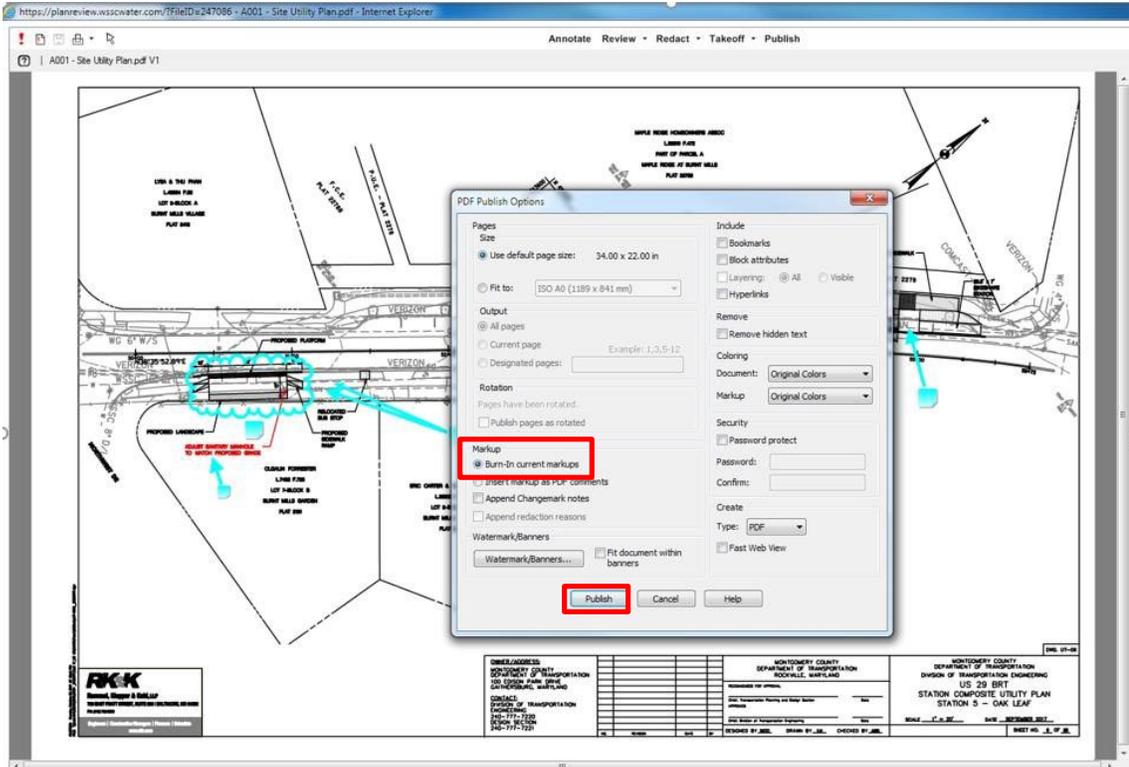
7.2.3 Saving Markup Comments as PDF

To print the markups in the original drawing format, click **Publish to PDF**.

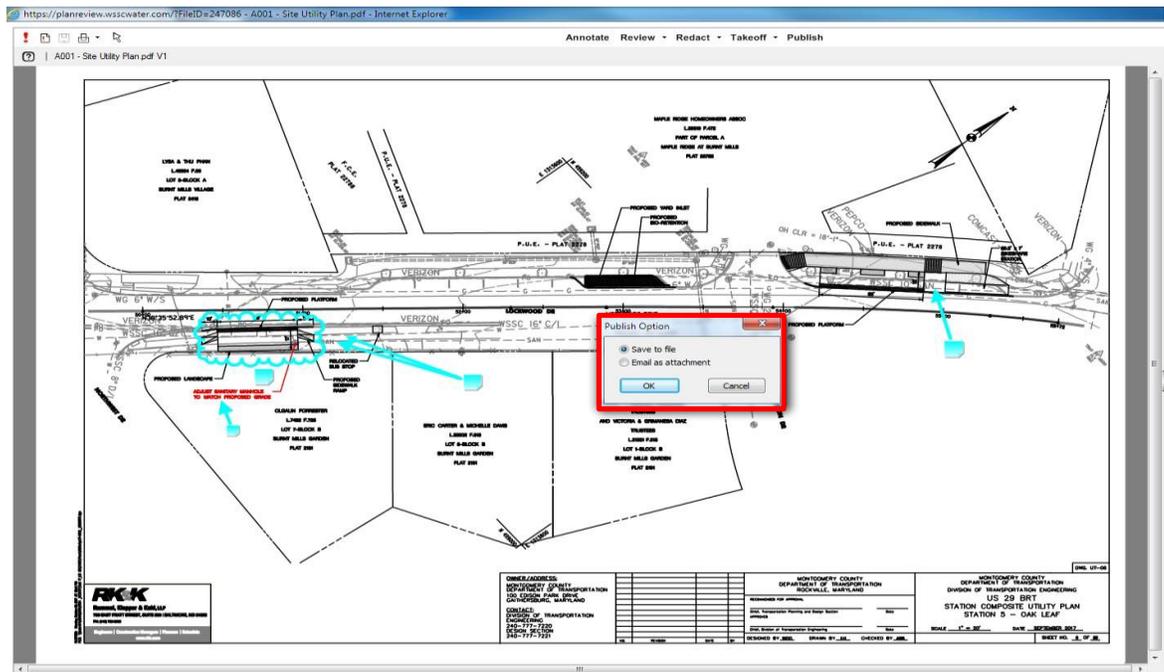


In the **Publish Option Screen** check burn in changemarks and select **Publish**.

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Choose **Save to File**, then select the location to save the file on your computer, and click **OK**.



7.2.4 Checkbox 1, 2, & 3

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- **Checkbox 1** asks for confirmation that you have reviewed all the markup comments (red lines) attached to the drawings.
- **Checkbox 2** confirms that you have submitted/paid any additional fees, if applicable (and that WSSC has received the fees).
- **Checkbox 3** confirms that you have uploaded revised drawings and/or documents using the same file names.

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise the project review will be rejected.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to WSSC for further review.

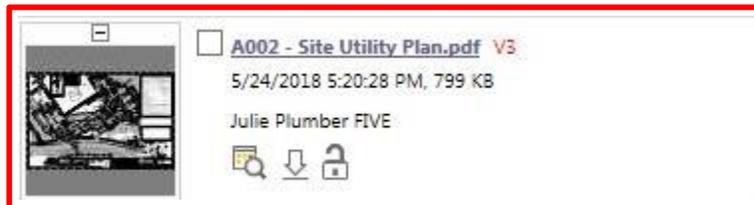
Resubmit to WSSC

Close

7.2.5 Uploaded Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder. The upload dialog is identical to your initial upload.

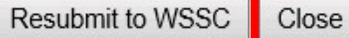
The file will display the version number, V3 for example, because the correction was uploaded with the same file name as the original file name.



7.2.6 Resubmit Complete

When you are ready to complete the task and exit the eForm, click the **Resubmit to WSSC** button. By clicking the **Resubmit to WSSC** button, you have completed the task and electronically sent the project back to WSSC for review.

NOTE: You should not see your 'Applicant Resubmit' task in your task list after you click "Resubmit to WSSC" button.



Resubmit to WSSC Close

8. BID READY FOR MYLAR SUBMITTAL

When the plan review is approved by all reviewers, you will be notified by email.

8.1 Submit Mylar(s)

Print and submit Mylar(s) with signed PE Stamp and date to appropriate PDD Section (Water, Sewer or Relocations Section).

8.2 Approved Folder

After WSSC receives the signed Mylar(s) or approved plan you will receive an OUTLOOK email notification (Signed Plan Email) from the PDD Project Manager indicating that the approved Mylar(s) and documents are available for download in the Approved Folder in ePlan Review (ProjectDox). Follow the instructions in the project documents regarding the next steps toward the construction of the specific project.

NOTE: Since most Relocation projects do not require design, Relocations cannot direct an Applicant to upload project conditions.

9. CONSTRUCTION PROCESS

PCD must be invited to review all projects that will go to construction. All projects must be inspected by the WSSC – Pipeline Construction Division (PCD).

10. BROWSER COMPATIBILITY

The 9.4 WSSC ePlan Review system is compatible with all browsers: *Internet Explorer 11* (must turn off 'Compatibility Mode'), *Edge*, *Chrome*, *Firefox*, *Safari*.

11. PROJECTDOX ISSUES

11.1 Uploaded PDF file cannot be viewed in ProjectDox

If the uploaded PDF file cannot be viewed in ProjectDox, but can be viewed in Adobe review the possible cause and potential solutions below:

Possible Cause: The file has the shaded areas made with hatch marks, pattern, or dots.

Solution 1: Make the shaded areas solid. Using hatch marks, patterns, or dots for shading on the plans increases the file size, which makes it extremely slow to zoom and pan around the drawing when open in ProjectDox.

Solution 2: Make the shaded areas the bottom layer. ProjectDox displays the layers as they were created from AutoCAD. The AutoCAD file used to make the vector-based PDF file in ProjectDox has the hatch mark layer as the top layer causing the text to appear broken and the overall plan/sketch difficult to read/view in ProjectDox. The same layer based PDF file looks perfect when viewed in Adobe because Adobe handles layers differently from ProjectDox and automatically moves the shading layer behind the other layers.