# New User Guide

Upon submitting an application for a permit or project, you will receive an email invitation to our electronic plan review system, ePLANS. That email will contain your login information, project information, along with a "Login to ePLANS" access link. For direct access, go to https://www.ocalaeplans.com/projectdox

Before using ePLANS for the first time, please complete the following steps:

1. **Disable your Pop-Up Blocker**

   ePLANS uses pop-up windows (browser windows with no toolbars). Please disable pop-up blocking for the ePLANS site. Here's how:

   On the ePLANS login page, open the Tools menu from the File menu above. Select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):
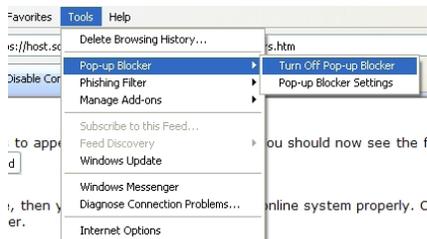
2. Log into City of Ocala ePLANS

- Enter your email address and temporary password from your invitation email. A user Profile screen will display. The email address you provide on the initial application for electronic plan submittal will be your user ID for all future ePLAN submittals.
- You must create a permanent password upon your initial login to the system. Password is case sensitive and must be at least 8 to 10 characters, include one numerical digit and contain no special characters.
- Enter your Password Reset Question & Answer; colored fields are required. You cannot proceed until all required
- fields are filled.
- Click Save (upper middle on screen) when finished.

Once logged in, the Projects screen, Home Page, will display all projects to which you have access. Your Profile can be accessed at any time by clicking the "Profile" button from the main ePLANS button bar.

If you forget your password, enter your email address and click the "Forgot your password?" link on the login screen. This will bring up a screen and you will need to fill you your first and last name and then click the button "Display security question". Once you have answered your security question, a new temporary password will be sent to you to login and create a new permanent password.
For additional instructions for using the ePLANS system, please download the applicant guide from the link at
https://www.ocalaeplans.com/projectdox

3. **Installing ProjectDOX Components**

ProjectDox components are installed by opening a drawing or document and installing the Active X control. There will be banner at the top of the drawing for you to click to begin this process and then follow the installation prompts. (If you are using Windows 7 you will need to turn off the User Account Control (UAC) prior to installing the Active X control.) You will only need to perform this procedure on your initial sign-in to ProjectDox. Although the program supports multiple browser applications, Internet Explorer is the preferred browser for the Active X installation.

Click on the bar across the top of the screen to begin the active X installation. Those running Windows 7 may have the bar for the Active X installation across the bottom of the screen.

The box below will appear and you will need to click the "Install" button. Once this is completed, the drawing or document will open.

You may want to create a Desktop shortcut to City of Ocala ePLANS or add it to your Internet Favorites.