Uploading Submittal Documents

Step 1: Log on to land.redmond.gov. Scroll down to the plan case tab and find the applicable plan case number (i.e. BPLN, SPLN, etc) you wish to upload documents too. Click on the plan number. This will take you to the Plan Case Information. Scroll down to the eReview Projects tab and click **Open.**

Step 2: You will be taken to the EReview Portal (land.redmond.gov/eReviewPortal). From here you able to access plan case detail which provides basic information regarding the plan case as well as list all electronic files attached to the plan case. Additionally, you will be able to access review details. Review details provides you information/status associated to the review of your plan case. Therefore, if any there are any comments associated to any of the electronic files under review you will be able to access that information here.

NOTE: If you are interested in accessing other plan cases you are associated to, click on "My Plans".

A. **Click on Review Details -** if you see a red circle with a number in it, click on that number, under Item Review Type. Another red circle will show up to the right, click on that red circle and below a red circle will show up under the corrections tab. You will be able to view what is requested under the correction summary.

B. **Click the acknowledged box*.** The red circles should disappear. Do that for every item that has a red circle by it.
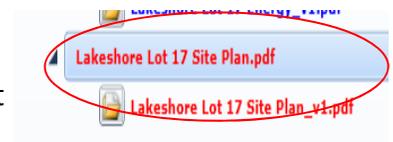
* If there are no red circles under the Review Details page then you can stay on the Case Details page and skip to item D.

C. **Go back to Case Details.**

D. **Select the item you wish to upload.** Make sure that the item next to the black arrow is highlighted. A browse button will appear on the lower right hand corner of the screen.

E. **Click Browse -** select the revised file from your computer. Click upload. If you have more than one file to upload select the next item under the E Review Files list and another browse button will appear. Repeat this process. **DO NOT HIT *SUBMIT FOR REVIEW* UNTIL ALL APPLICABLE FILES HAVE BEEN UPLOADED!!!** Once all files have been uploaded you still have an opportunity to change anything if necessary. A red X will appear next to the item you had recently uploaded to. Click on that to delete and repeat the upload process. The red X will disappear once you hit submit for review.
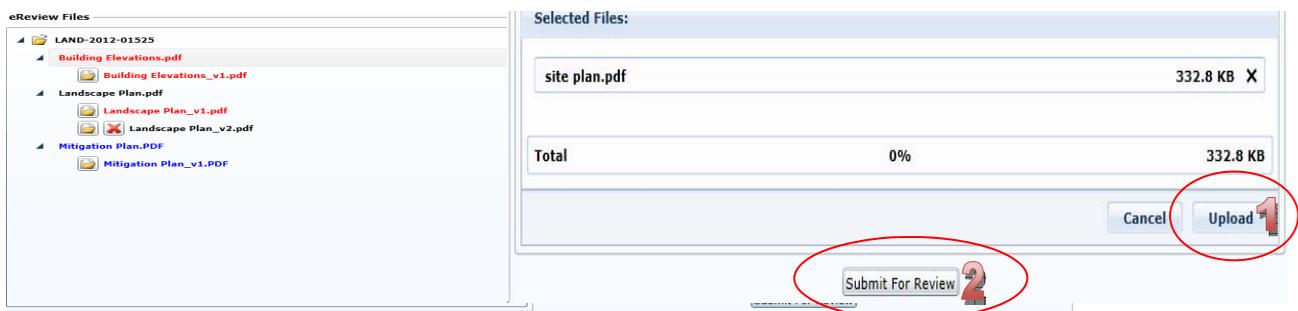
F. Click "Submit For Review" once you have uploaded all applicable submittal documents.

G. If you receive a pop up box for submittal items check the box. For resubmittals you should not receive one.

Step 3: Please e-mail the Project Manager assigned to your project notifying them that you have uploaded your resubmittal responses.