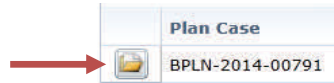


STEP 1: Go to <http://land.redmond.gov/eReviewPortal/Default.aspx>

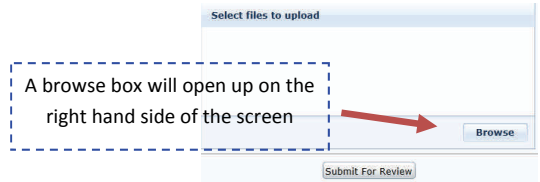
STEP 2: Enter your log on information (same information you use to log on to the eTrack Portal)

STEP 3: Locate the Plan Case number and click on the folder next to the Plan Case number



STEP 4: A **RED** file name indicates *Resubmittal Required*.

—>Click on the file name.



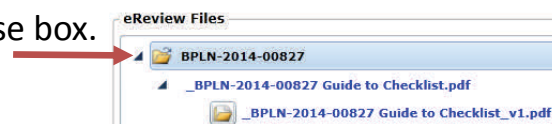
STEP 5: Click BROWSE —> locate file on your computer —> click open —> click **UPLOAD** button

STEP 6: File is now a version 2



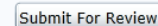
STEP 7: Repeat Steps 4—7 For every *Required Revision File(s)* (file names in **RED**)

STEP 8: For files that have no category or have not been submitted before; click on the Plan Case number to get a browse box.



Please note that if you do not get a browse box, you need to e-mail your Project Manager so they can allow this as an option for remote uploading.

STEP 9: Once all files have been uploaded as version 2 click on



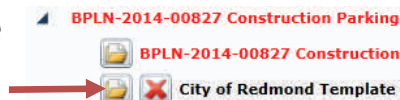
⇒ Note: Once you click Submit for Review the Portal is closed.

STEP 10: E-mail your Project Manager and let them know you have uploaded your files and attach the Issues Matrix (excel file) to your e-mail. Please do not convert the Issues Matrix to a PDF file as the intention is to keep it as a 'working' document.

TIPS:

⇒ Before clicking on Submit for Review you have the ability to delete the file and try again.

Click on the **Red X** and the browse box will come back to upload



⇒ If you want to see the redlined plans click on the folder below the file name. A separate window will open up.

