

The Portal

Uploading Revisions Using PLL: Individual Sheets

There are two options to properly upload revisions. It will also depend on how you uploaded the original submittal set. Please see the instruction below.

If your original plan submission was composed of multiple individual sheets, follow either set of steps below.

Option 1: *Browse Feature - Same Name*

1. When using the **Browse Feature**, make sure the revision file has the **same name** as the original submittal.
 - a. Using the same name will automatically tie the new upload to the original submittal as a revision.
 - b. If new sheets or additional information are required, provide those plan sheets or documents as separate uploads from the main revision file. These files will have new names and require additional uploads using the browse feature.

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https://pll.edmondok.gov/PLLPortalTest/CreateApplication/Index

Upload Documents

Quick start instructions:

- * Use the Browse button to select one or more files
- * Use the Upload button to import the files to the system
- * After uploading, use the "Submit for Review" button to the left of the file name
- * Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under 'Actions'

Browse... Clear Upload Cancel Edit Names Status: Done

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	111 North Broadway 102 Application TENANT FINISH				1	Success	
<input type="checkbox"/>	111 North Broadway 103 Application WHITE BOX				1	Success	
<input type="checkbox"/>	111 North Broadway Renovations Plan Set approved				1	Success	

Submit for Review

If additional information or plan sheets are required. Provide those sheets or documents as separate uploads.

Revision for an individual plan sheet Option 1: Use the browse feature. If uploading a revision file for Tenant Finish, make sure the upload has the same file name as the original submittal. This will automatically add the new document as a revision to the file with the same name.

Type here to search

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Option 2: Upload Feature

1. When using the **Upload Feature**, the new file can be any name.
 - a. By using the upload feature, the new file will be added as a revision to the plan file indicated next to the upload icon selected, regardless of file name.
 - b. If new sheets or additional information are required, provide those plan sheets or documents as separate uploads from the main revision file. These files will have new names and require additional uploads using the browse feature.

Quick start instructions:

- * Use the Browse button to select one or more files
- * Use the Upload button to import the files to the system
- * After uploading, use the "Submit for Review" button to the left to start the review process
- * Uploading Revisions: Use the exact same file name or use the Upload button to the right of the file under 'Actions'

Revision for an individual plan sheet Option 2:
Use the upload feature. If uploading a revision file for Tenant Finish, located the upload icon on the same line as the file that requires revision. When using the upload feature, the file name does not have to be the same.

If additional information or plan sheets are required. Provide those sheets or documents as separate uploads.

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	111 North Broadway 102 Application TENANT FINISH				1	Success	
<input type="checkbox"/>	111 North Broadway 103 Application WHITE BOX				1	Success	
<input type="checkbox"/>	111 North Broadway Renovations Plan Set approved				1	Success	