

## Gaining access from a project invite

### Instructions for added Contact

Login/create your portal account. Make sure you are using the same email address that they added.

The screenshot shows the 'City of Edmond, OK Online Permit Portal' sign-in interface. At the top is the City of Edmond logo with the tagline 'A GREAT PLACE TO GROW'. Below the logo is the heading 'Sign In' and the instruction 'Enter your email address and password to access the portal.' There are two input fields: 'Enter email' containing 'joebuildsedmond@yahoo.com' and 'Enter password' with a masked password '\*\*\*\*\*'. A 'Forgot password?' link is next to the password field. A 'Sign In' button is centered below the fields. At the bottom, there is a link: 'Don't have an account? [Create account](#)'.

Search the permit in the My Projects, Permits and Licenses tab.

MY PROJECTS, PERMITS AND LICENSES

The table below contains a list of all of your permits and licenses. To view more details about a permit or license, click the icon. To renew a business license, click the icon in the **Actions** column.

Show  entries Search:

| Permit Number | Project Name                                       | Type                | Sub-Type                               | Status  | Location     | Date Created |
|---------------|--|---------------------|--|---------|--------------|--------------|
| PL22-00746    |  | Plumbing            | Plumbing - Water Heater Changeout      | Issued  | 28 E MAIN ST | 9/6/2022     |
| B22-00610     | Test 3 - JT Comment Letters - Character Limit Test | Commercial Building | Commercial New Construction            | Issued  | 28 E MAIN ST | 9/1/2022     |
| ME22-00527    |  | Mechanical          | Mechanical Res. Heat and Air Changeout | Issued  | 28 E MAIN ST | 8/22/2022    |
| PL22-00741    |  | Plumbing            | Plumbing - Water Heater Changeout      | Issued  | 28 E MAIN ST | 8/22/2022    |
| PL22-00730    |  | Plumbing            | Plumbing Permit - Residential Other    | Issued  | 28 E MAIN ST | 6/29/2022    |
| B22-00544     | Test another new construction                      | Commercial Building | Commercial New Construction            | Issued  | 28 E MAIN ST | 5/27/2022    |
| EL22-00654    | test   | Electrical          | Electrical - Res. Other - Standalone   | Review  | 28 E MAIN ST | 5/25/2022    |
| B22-00540     | test com add                                       | Commercial Building | Commercial Addition                    | Review  | 28 E MAIN ST | 5/25/2022    |
| B22-00542     | test demo  | Demolition          | Demolition Permit - Exterior           | Pending | 28 E MAIN ST | 5/26/2022    |

Open the permit, got to the Onbase Plan Review Project tab and click “Upload/View ePlans”

OnBase Plan Review Project

| Identifier | Name   | Status         |
|------------|--|----------------|
| B22-00610  | Test 3 - JT Comment Letters - Character Limit Test | Plans Approved |

**Upload/View ePlans**

for review comments and to submit plans and documents

Click on Project Invitations

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | **Project Invitations**

Project | Manage Invitations | [Invite User](#)

Click on the check box to accept the invitation

Project Invitation accepted.

View **Within Last 6 Months** ▼

No projects are available in this date range.

Once you have accepted the invitation, close that window and reopen the “Upload/View ePlans” tab.

OnBase Plan Review Project

| Identifier | Name   | Status         |
|------------|--|----------------|
| B22-00610  | Test 3 - JT Comment Letters - Character Limit Test | Plans Approved |

**Upload/View ePlans**

for review comments and to submit plans and documents

You can now upload or view ePlans associated with this project.



### Plan Review

[Sign Out](#)

[Projects](#) [Settings](#) [Profile](#)

[Project Information](#) [Plan Documents](#) [Review Documents](#) [Approved Documents](#) [Related Projects](#) [Project Invitations](#)

Project  
EP22-00013  
Name  
OCS Soccer Field House  
Status  
Coordinator Review

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Review Status  
None

**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'

[Browse...](#) [Clear](#) [Upload](#) [Cancel](#) [Edit Names](#) Status: Ready

[Name](#) [Discipline](#) [Sheet Type](#) [Description](#) [Revision](#) [Upload Status](#) [Actions](#)