

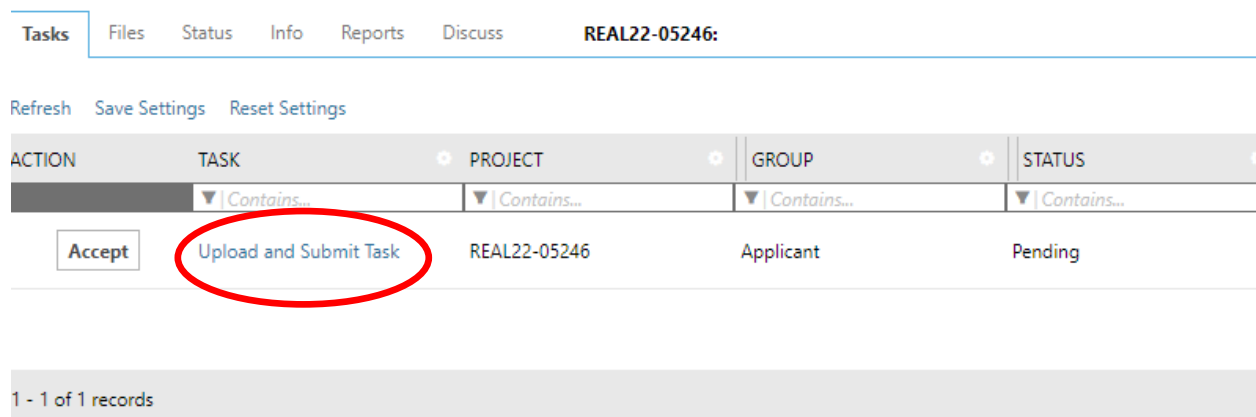
Upload and Submit Task Instructions

Accepting the Upload and Submit Task

Once you have submitted your application and paid any applicable review fees using [eTRAKIT](#), you will receive an email with your first task in ProjectDox. This is called the Upload and Submit task. Please complete the task only after you have uploaded your drawing and document files. You will need to accept and then complete this task for the City to receive your submittal.

To open and accept your task by clicking on the Upload and Submit Task link:

Click on the linked task in the Task column and accept that task. You can also click on the Project number in your Project column and then open and accept the same task there.



The screenshot shows a web interface for project management. At the top, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. The current project is identified as 'REAL22-05246'. Below the tabs are links for 'Refresh', 'Save Settings', and 'Reset Settings'. A table displays task information with columns for ACTION, TASK, PROJECT, GROUP, and STATUS. The 'TASK' column contains a dropdown menu with 'Contains...' and a red circle highlights the 'Upload and Submit Task' link. The 'PROJECT' column shows 'REAL22-05246', the 'GROUP' column shows 'Applicant', and the 'STATUS' column shows 'Pending'. An 'Accept' button is visible in the 'ACTION' column. At the bottom of the table, it indicates '1 - 1 of 1 records'.

Once you accept your task, the Upload and Submit window will open as seen in the image on page 4. From this window, you are now able to upload your drawing and document files and complete your task. After reviewing the instructions in the window, you have two options to consider:

- **Upload Complete** - Upload Task Complete: Checking this box will allow you to select the Submit button. Once you press that button you will notify the City that your submittal is ready to be checked by staff to ensure it is complete (called the Prescreen Task) and you will no longer be able to upload files.
- **Close** - Selecting this button will not send your completed information back to the City, but it will be saved so you can continue working on the task later.

Correct File Locations

Before uploading your files, please make sure that they are placed in the correct folders. The lists on the following pages provide examples of what files should be placed in which folder.

Uploading Files:

Application Folder

Once City staff have received your email, they will upload your application into this folder. However, if there are any other application materials that you need to provide you may upload them into this folder. Examples include:

- Owner/Builder Form
- Agent Authorization Form
- Fire Questionnaire
- School Fees Payment Receipt
- Health Dept.
- Regional Sanitation Form
- Air Quality Form
- Planning Approval Letter

Drawings Folder

- Drawings

Documents Folder (Examples)

- Truss Calculations
- Truss Compliance Letter
- Structural Calculations
- Fire Sprinkler Calculations
- Geotechnical Report
- Water Flow Test
- Specifications (include all specifications)
- Energy Documents (bookmark each report if multiple reports in same file)
- Special Inspection Form
- Any other supporting document including required forms, reports, or studies

Deleting Files

You can only delete files before you upload files into ProjectDox. In the Upload and Submit Task window, click on Select Files to Upload. In the new Upload Files window, click on Browse for Files (Step 1). When you select Browse for Files, you will then select the files you want to upload. Before you click on Upload files, **please review the files and make sure these are the files that you want to submit** (Step 2). If there are any files you do not want, you can delete

them by selecting the red **X** by that file as shown in the image below. If all the files you have selected are correct, then click on Upload Files (Step 3).

CITY OF FOLSOM
COMMUNITY DEVELOPMENT

Close Window

Folder: RFAL22-05246\Drawings

Step 1
Browse For Files or drag files into this area.

Step 3
Start Upload

Step 2

✓	001_A00_Index.pdf	0B/735.42KB	X
✓	002_A01_Arch_Schedules.pdf	0B/147.66KB	X
✓	003_A01F_FireSeverityZone.pdf	0B/133.62KB	X
✓	004_A02_SitePlan_Notes.pdf	0B/1.22MB	X

0 of 4 uploaded [Hide Details](#)

0B/2.21MB

If you have already clicked on Upload Files, then you will not be able to delete the files. You will need to contact the City after you have completed your Upload and Submit Task and let them know which files need to be deleted.

Completing the Upload and Submit Task

Upload your drawing and document files. Please make sure that all the files have uploaded by checking in the Drawings and Documents folder to verify that all your files are there. Check the Upload Task Complete box and then click the Submit button as shown below.

UPLOAD AND SUBMIT

Permit Information Task Information Resources

Permit Number: RADU23-00001
SubType: DETACHED ADU
Description: TEST - Detached ADU Project 5
Address: 420 TROWBRIDGE LN
Applicant: Desmond Parrington
Email: dparrington@folsom.ca.us
Phone: 9164616233

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: RADU23-00001

Please click appropriately for the **type of files** you are uploading.

Upload Drawings Upload Documents

Uploaded files:

Select folder to open file list.

- Application
- ▶ Drawings (15 - 15 New)
- ▶ Documents (1 - 1 New)

Click here

STEP 2 of 3: Check below to confirm you have completed this task and are now ready to submit

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Then click here

Submit Close

After completing your task, it should be removed from your task list. If the task still appears on your Task List, then your project has not been sent back to the City for review.

***Note:** *If you cannot see the Upload Task Complete check box near the bottom of the screen, please maximize the window by clicking in the small square at the top right of the window, which will enlarge it so that it fills your entire screen.*