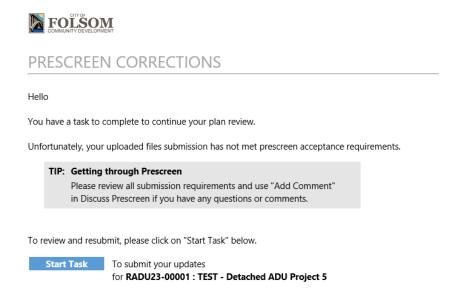


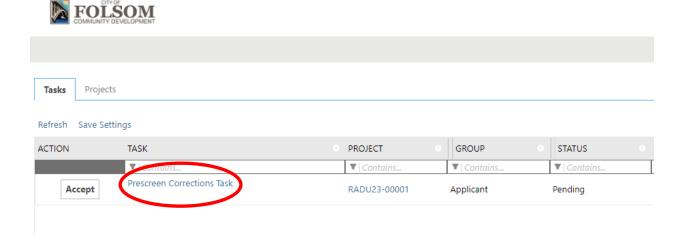
Prescreen Corrections Task

After you have completed your initial Upload and Submit task, City staff will review your submittal to ensure that it includes the information needed for City reviewers to start work. If staff find that you are missing information or that there is a part of your submittal that needs attention, City staff will send your submittal back to you for corrections. This is called the Prescreen Corrections Task.

If corrections are needed, you will receive an email, shown below, letting you know you have a corrections task assigned back to you.

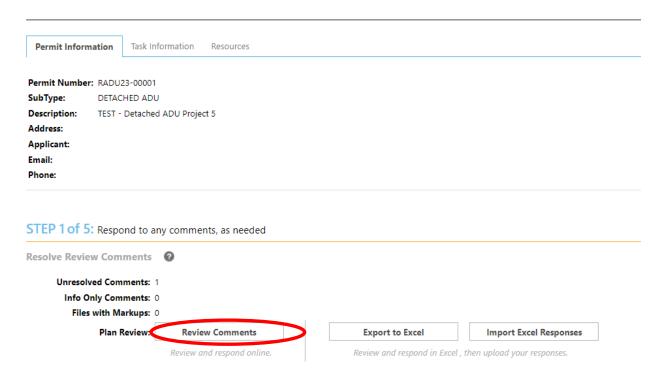


When you have received this email notification, you will need to login to ProjectDox and then access your task, as shown below, by clicking on the linked Prescreen Corrections task.

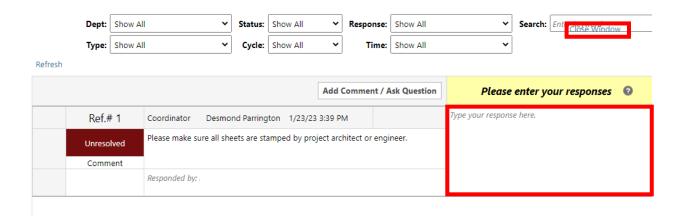


After accepting your Prescreen Correction Task, select the Review Comments button as shown below.

PRESCREEN CORRECTIONS



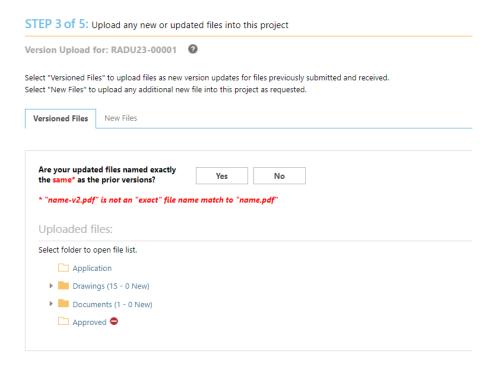
Selecting this button will open the electronic form and will show you what items require attention. Please respond to each item where it says "Please enter your responses." Then click on Close Window as shown below.



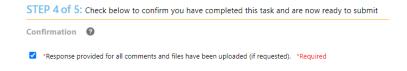
If you wish to add a response, a comment or ask a question, click on Add Comment in Step 2 as shown below.



If you need to upload additional files, you can upload those by clicking on the folder in Step 3 of the Prescreen Corrections task window, as shown below. Make sure the updated files have the exact same file name as the original files. If not, you can match the new file name with the original file name.



In Step 4, check the box next to "Response provided for all comments and files have been uploaded (if requested)."



In Step 5, click Submit. Once task is completed, it should no longer be available to select. Please note that if the task is not completed, the City of Folsom will have not received your submittal. Please call if you have any questions.