

eReviews – Customer Portal

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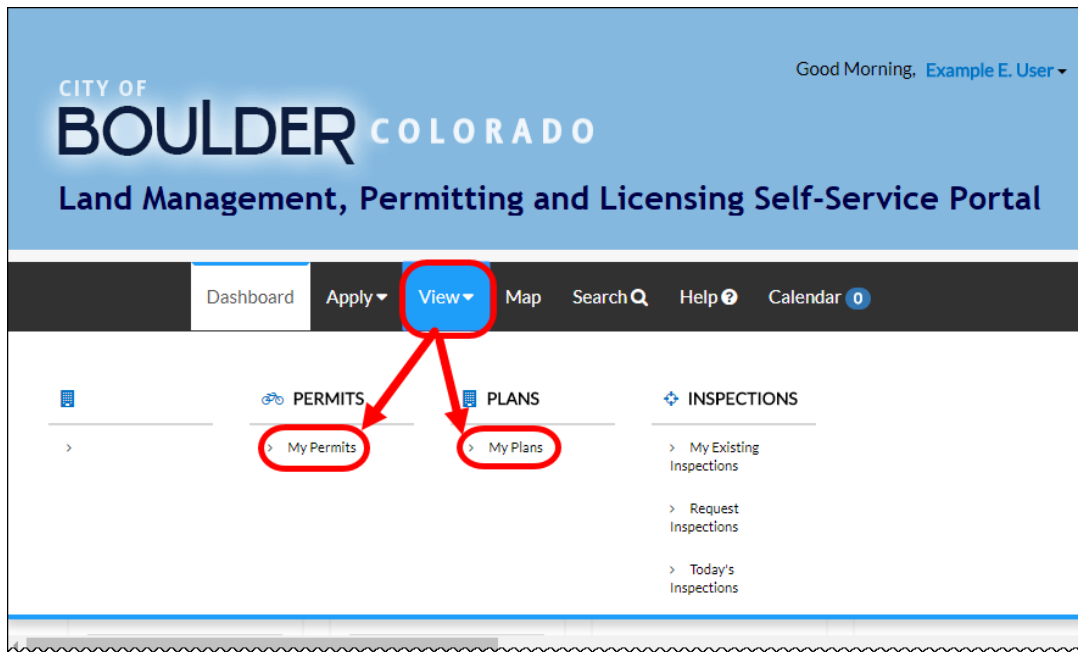
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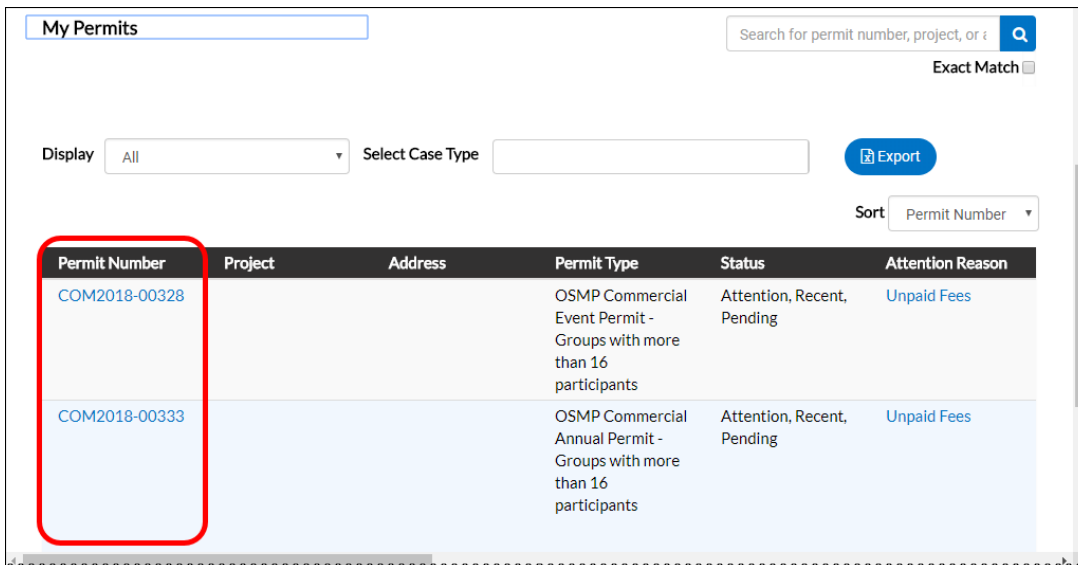
How to Upload a File to eReviews

If you need to upload documents to eReviews for your Plan or Permit case, the steps below should help walk you through the process. Note that all plans that you submit must be in PDF format. Documents should be categorized and titled appropriately.

1. Log in to CSS.
2. Click **View** and then either **My Permits** or **My Plans**, depending on which type of case you want to upload your files to.



3. Open the appropriate case by clicking on the case number.



4. Click **eReviews** in the case options.

Dashboard Apply View Map Search Help Calendar

Permit Number: COM2018-00333 Pay Now

Permit Details | Tab Elements | Main Menu

Type:	OSMP Commercial Annual Permit - Groups with more than 16 participants	Applied Date:	03/21/2018		
Status:	Payment Pending	Project Name:		Issue Date:	
District:	Not Applicable	Assigned To:	Alexander, Alycia	Expire Date:	
Finalized Date:					
Description:					

Locations Fees Reviews Inspections **eReviews** Attachments Contacts Sub-Records Holds Meetings More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu

5. Click the **eReview Number** to pull up the eReview Portal.

- NOTE – Use Internet Explorer to access the eReview Portal

Locations Fees Reviews Inspections **eReviews** Attachments Contacts Sub-Records Holds Meetings More Info

eReviews | Next Tab | Permit Details | Main Menu

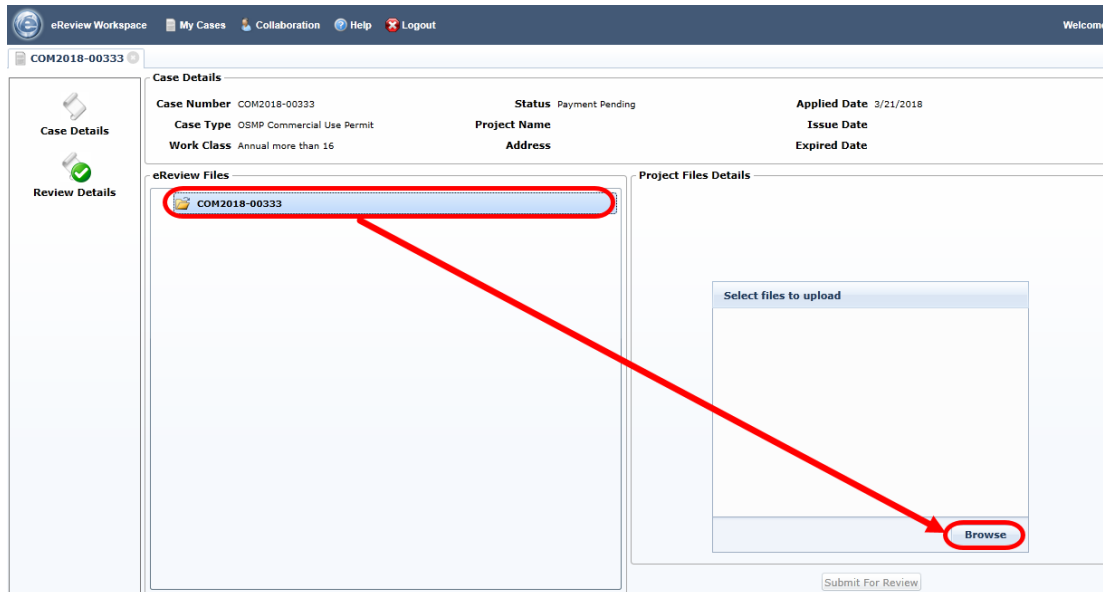
eReviews Sort eReview Number

eReview Number	Status	Permit
COM2018-00333	Waiting for Files	COM2018-00333

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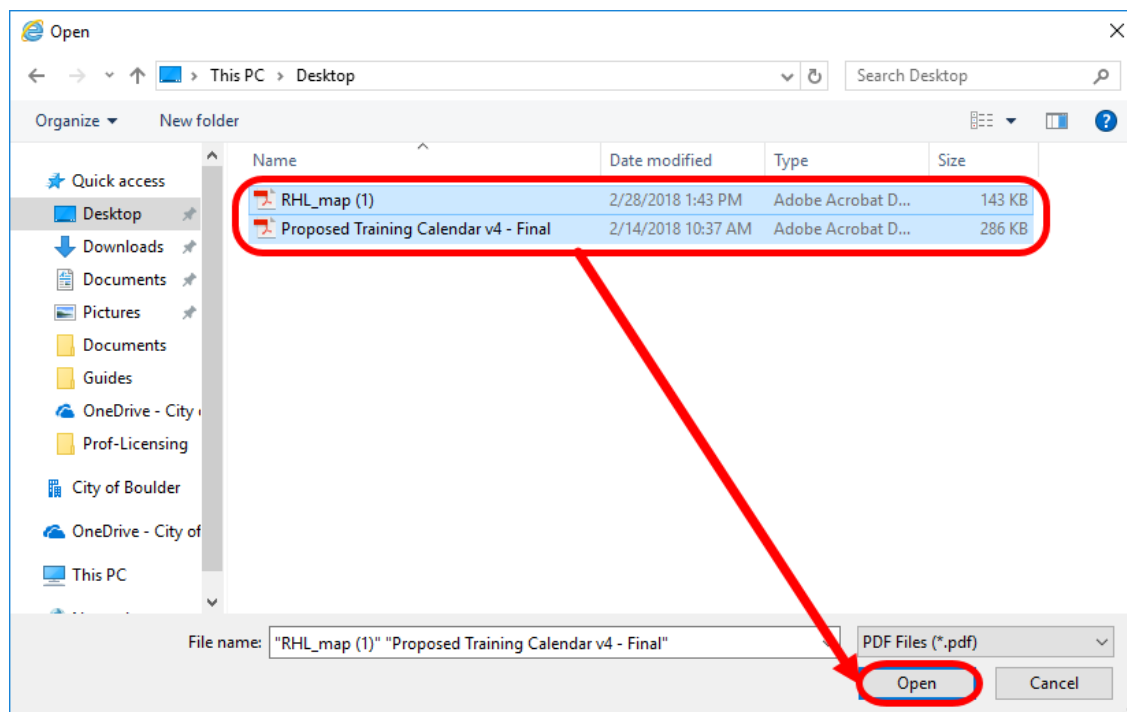
6. In the eReviews Portal, click the case and then **Browse**.

- NOTE – If the browse button is not there, you may not upload files currently.



7. In File Explorer, choose the file(s) you want to upload and click **Open**.

- NOTE – The files must be PDFs.



8. You must now choose what category these files belong to from the generated list, then click **Select**.

File Category
<input type="checkbox"/> As-Built
<input type="checkbox"/> Business Entity Documents
<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> City Application
<input type="checkbox"/> City Correspondence
<input type="checkbox"/> Court Documents/Rehabilitation History
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Disposition/Final Action
<input checked="" type="checkbox"/> Draft
<input type="checkbox"/> Drainage Report
<input type="checkbox"/> Employee List

9. If you need to remove a file, click the **X** next to it in the files list.
10. If you have more files to add, click **Add more files** and repeat steps 7 and 8.
11. If you would like to cancel the upload, click **Cancel**.
12. Otherwise, click **Upload**.

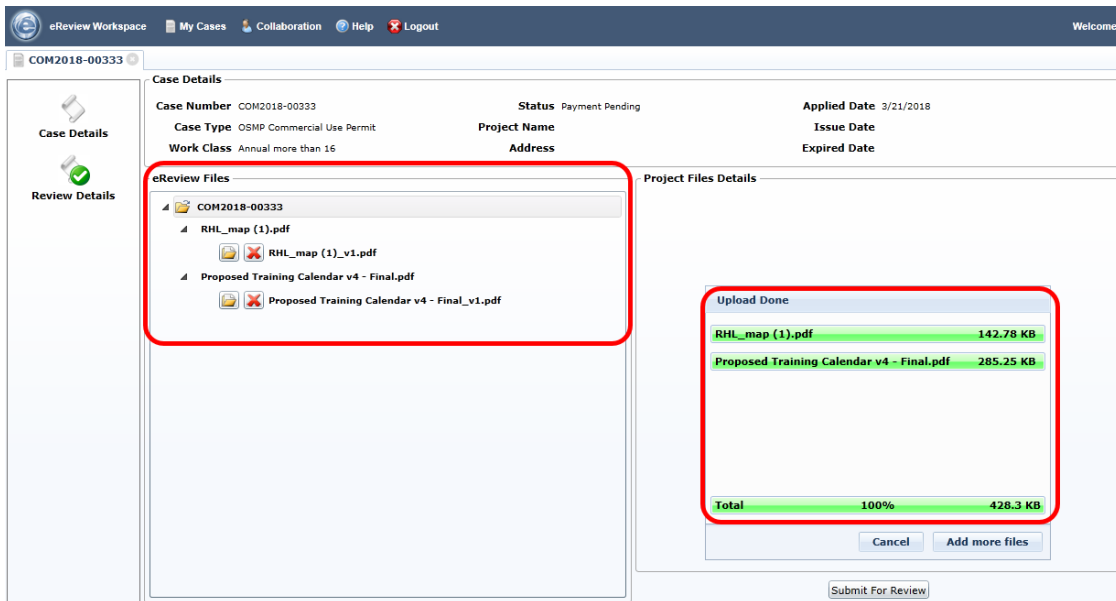
Project Files Details

Selected Files:

RHL_map (1).pdf	142.78 KB	X
Proposed Training Calendar v4 - Final.pdf	285.25 KB	X

Total 0% 428.3 KB

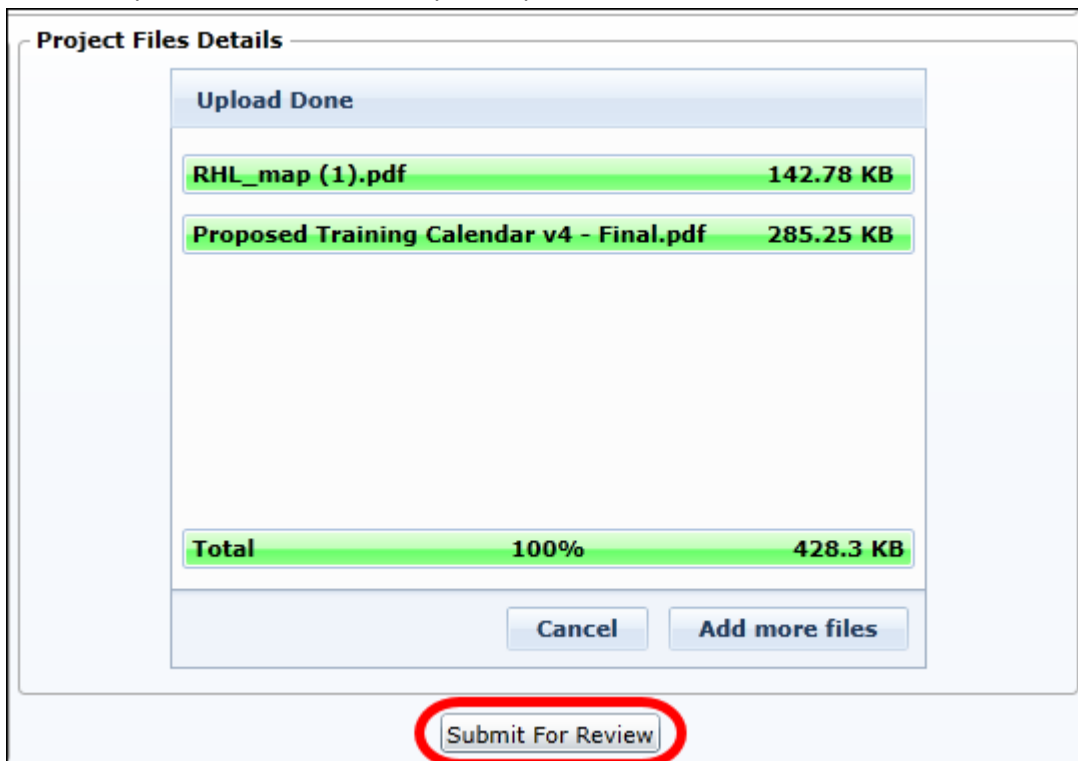
13. You may verify successful upload by seeing the files turn green in the upload window as well as seeing them appear in the eReviews Files section.



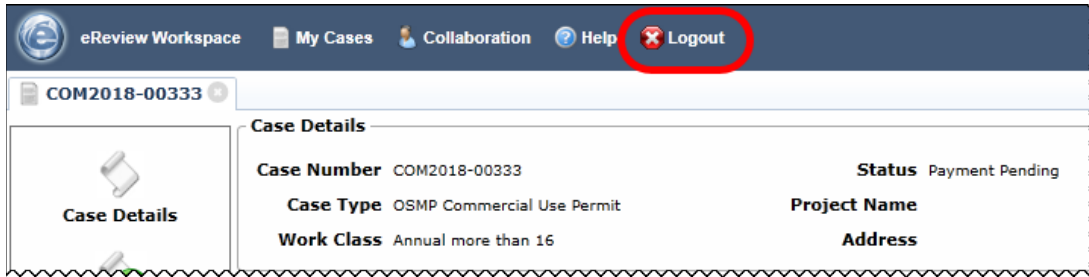
14. You may continue to add more files as needed by clicking **Add more files** and repeating steps 7-13.

15. Otherwise, you may submit the files for review by clicking **Submit for Review**.

- NOTE – You may no longer add new files once you submit for review! Only submit for review when you have all the necessary files uploaded!



16. You may now logout by clicking **Logout**.



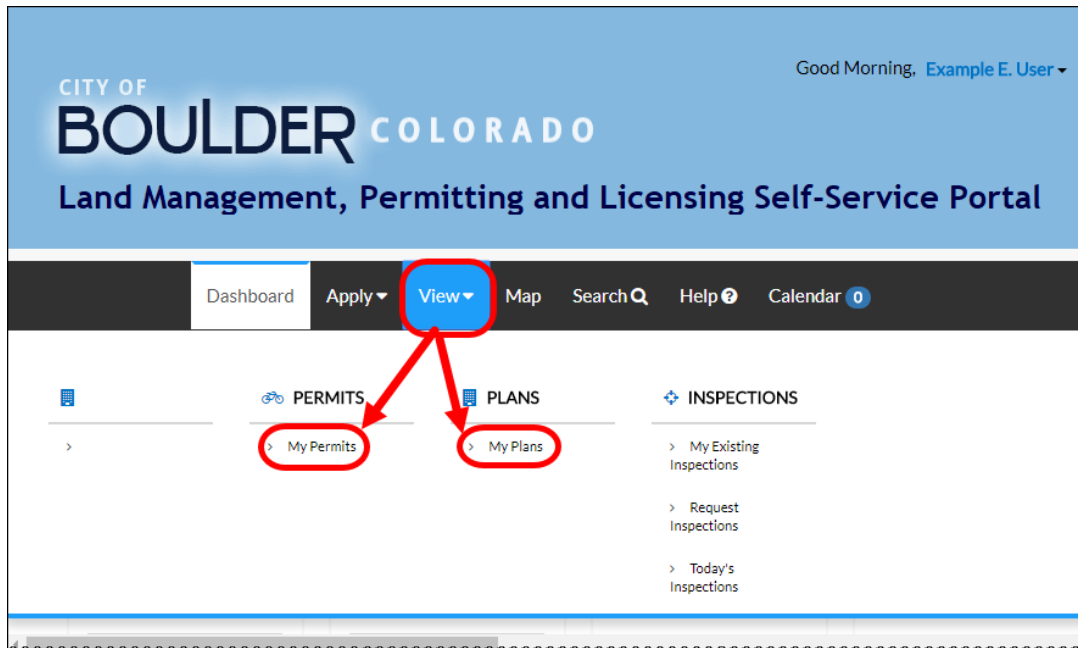
The screenshot shows the eReview Workspace interface. At the top, there is a dark blue navigation bar with the following items: a circular logo, 'eReview Workspace', 'My Cases', 'Collaboration', 'Help', and 'Logout'. The 'Logout' button is circled in red. Below the navigation bar, there is a light blue header area with the case ID 'COM2018-00333'. The main content area is titled 'Case Details' and contains the following information:

Case Details	
Case Number	COM2018-00333
Case Type	OSMP Commercial Use Permit
Work Class	Annual more than 16
Status	Payment Pending
Project Name	
Address	

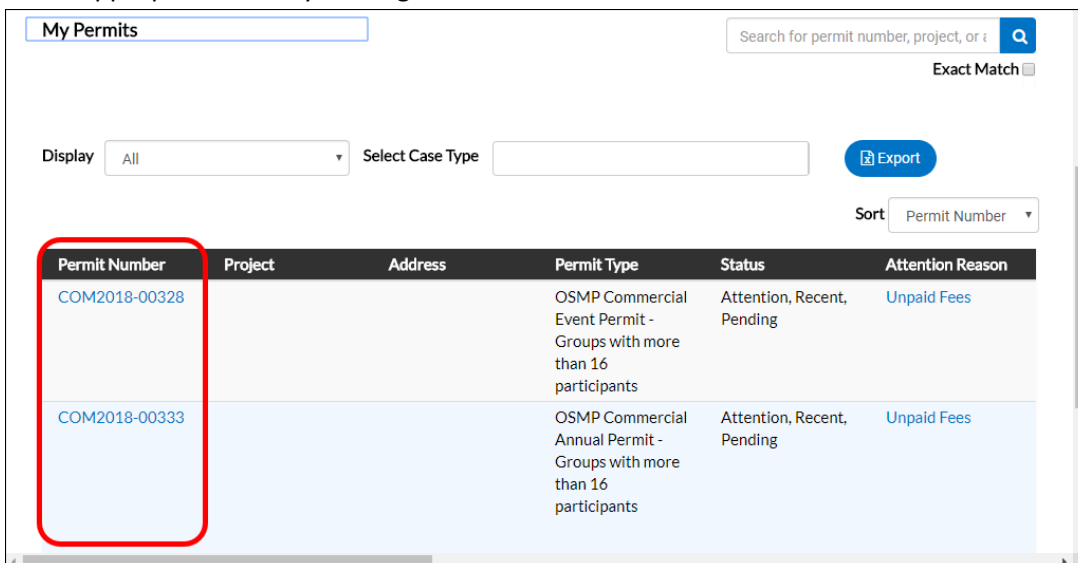
How to View Corrections in eReviews

These steps will walk you through how to view the corrections and recommendations a reviewer may have placed on your case.

1. Log in to CSS.
2. Click **View** and then either **My Permits** or **My Plans**, depending on which type of case you want to upload your files to.



3. Open the appropriate case by clicking on the case number.



4. Click **eReviews** in the case options.

Dashboard Apply View Map Search Help Calendar

Permit Number: COM2018-00333 Pay Now

Permit Details | Tab Elements | Main Menu

Type: OSMP Commercial Annual Permit - Groups with more than 16 participants Applied Date: 03/21/2018

Status: Payment Pending Project Name: Issue Date:

District: Not Applicable Assigned To: Alexander, Alycia Expire Date:

Finalized Date:

Description:

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5. Click the **eReview Number** to pull up the eReview Portal.

a) NOTE – Use Internet Explorer to access the eReview Portal

Locations Fees Reviews Inspections **eReviews** Attachments Contacts Sub-Records Holds Meetings More Info

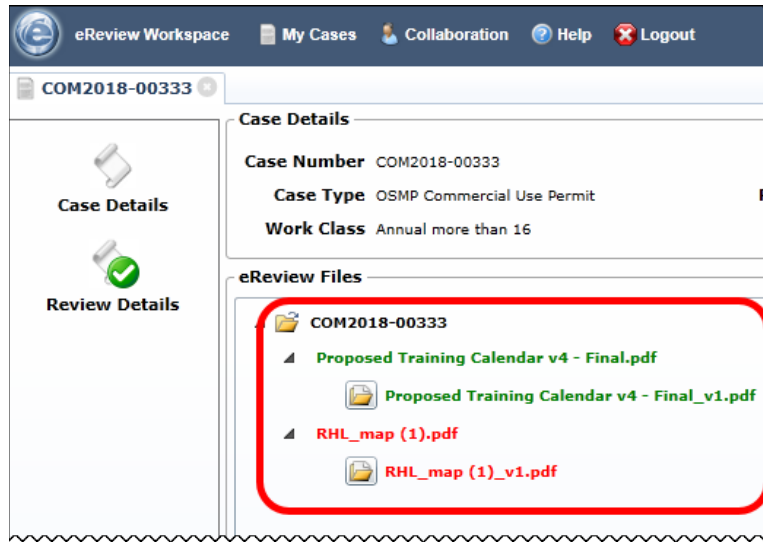
eReviews | Next Tab | Permit Details | Main Menu

eReviews Sort: eReview Number

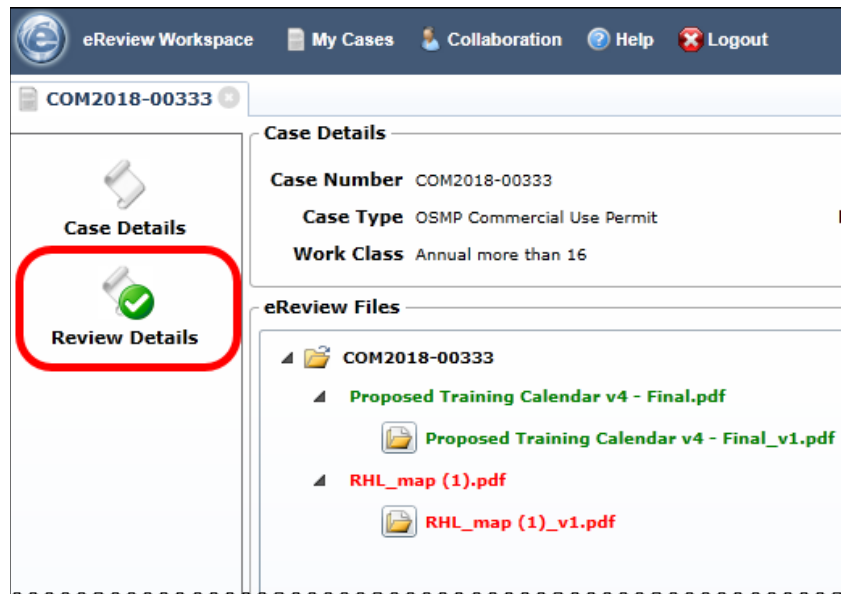
eReview Number	Status	Permit
COM2018-00333	Waiting for Files	COM2018-00333

Results per page 10 1 - 1 of 1 << < 1 > >>

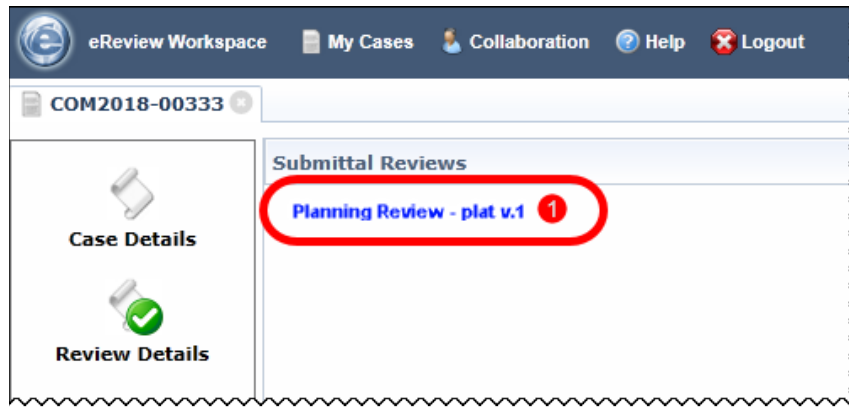
6. In the eReviews Portal, you will find a list of documents you have submitted with the color of the file indicating its status.
- a) Green – Reviewed and approved.
 - b) Red – File has corrections and will require a re-submit.
 - c) Blue – File is under review.



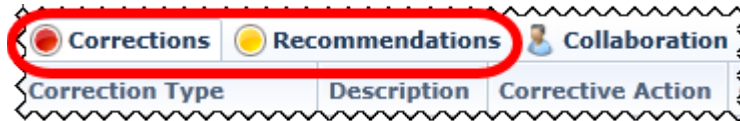
7. If a file has corrections and is red, click **Review Details**.



8. Click on the item(s) under Submittal Reviews that are indicated with a number in a red circle. These indicate which items the correction comments will be located in.



9. When you click on a review, you can check the corrections and recommendations provided by the reviewer. If you click on a notepad button under the description, action, or summary fields, you will be able to view the reviewer's comments in detail.



10. Corrections Tab:




- Corrections tab.
- Click to view description of the correction.
- Click to view what actions need to be taken before you upload revised document.
- Click to view the notes and page numbers recorded in the PDF.
- Check the Acknowledged box to indicate that you have received the corrections.
- Click the folder to open the PDF with the reviewer's comments.

Transportation (County)	Under Review	Administrator, System	Plat
Transportation (State) - SHA	Under Review	Administrator, System	Plat
Utility-Washington Gas	Under Review	Administrator, System	Plat
Legal Review	Under Review	Administrator, System	Plat
Utility-Pepco	Under Review	Administrator, System	Plat
Transportation (City)	Under Review	Administrator, System	Plat
Initial Lead Planner	Complete	Administrator, System	Plat
Peer	Denied	Administrator, System	Plat

Correction Type	Description	Corrective Action	Correction Summary	Acknowledged	Related File
Planning				<input type="checkbox"/>	garagecalculations_v1.pdf

11. Recommendations Tab:

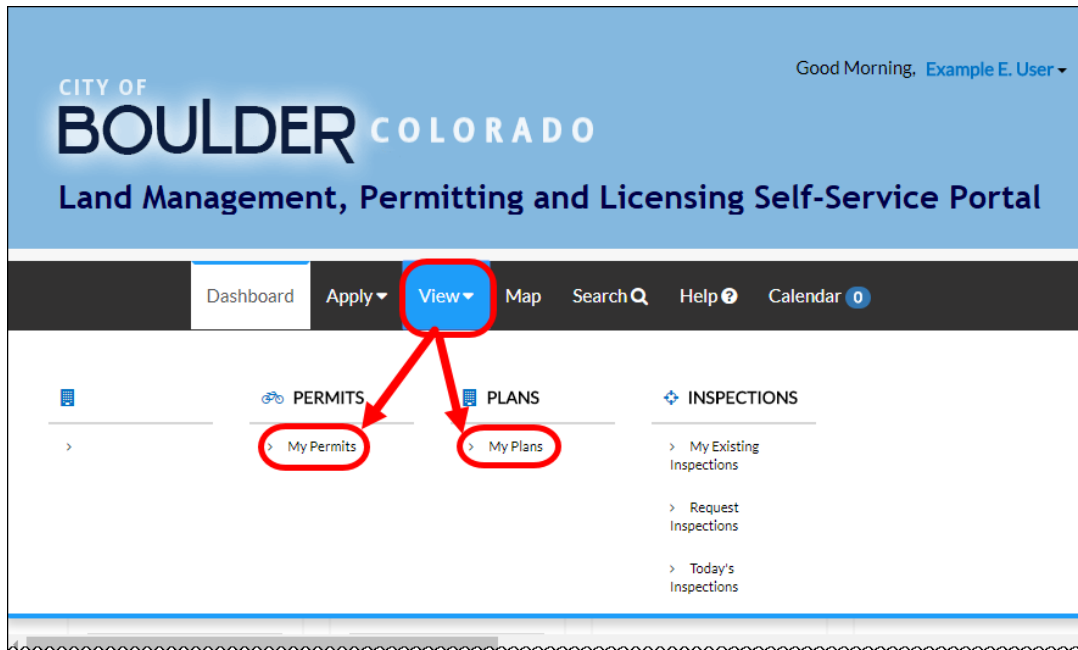
- a) Recommendations tab.
- b) Click to view description of the recommendation.
- c) Click to view the notes and page numbers recorded in the PDF.
- d) Click the folder to open the PDF with the reviewer's comments.

Legal Review	Under Review	Administrator, System	Plat
Utility-Pepco	Under Review	Administrator, System	Plat
Transportation (City)	Under Review	Administrator, System	Plat
Initial Review - Lead Planner	Complete	Administrator, System	Plat
1 Planning - Peer	Denied	Administrator, System	Plat
Corrections 1 Recommendations 2 Collaboration 3			
Recommend Number	Description	Recommend Summary	Related File
000013			 garagecalculations_v1.pdf

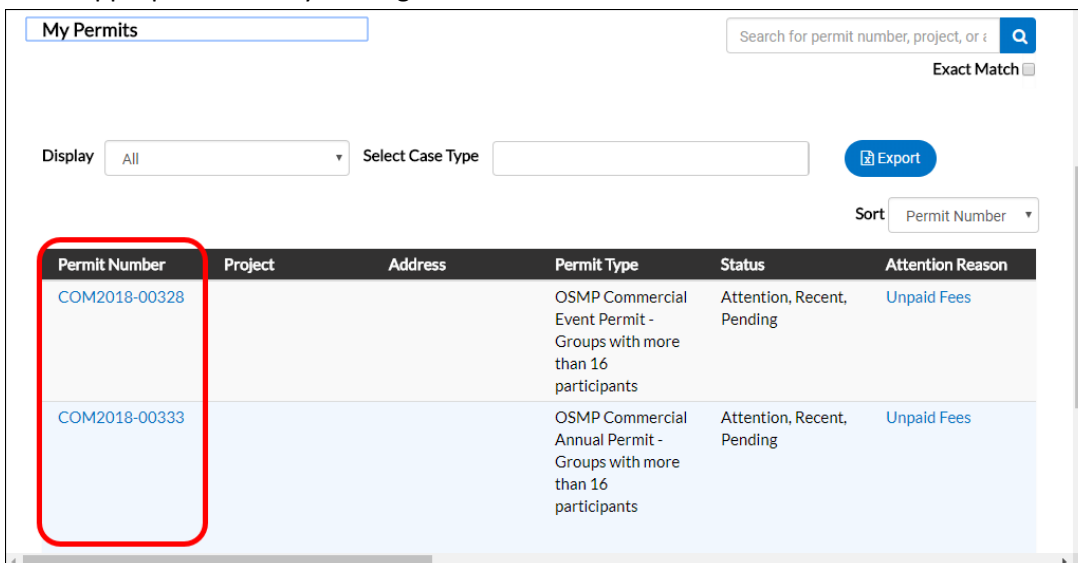
How to Upload Revisions in eReviews

These steps will walk you through how to upload revisions to previously submitted documents via the eReviews Portal.

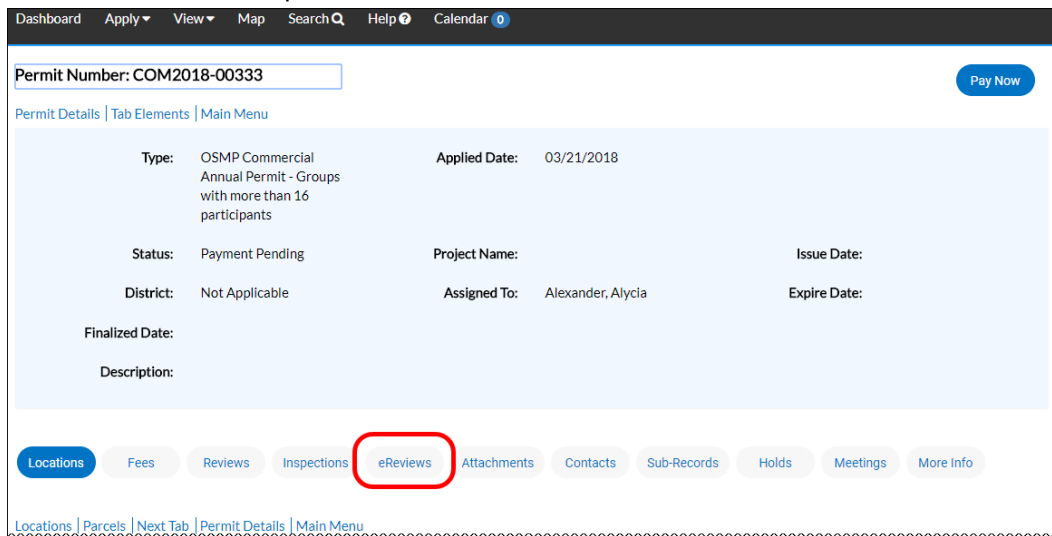
1. Log in to CSS.
2. Click **View** and then either **My Permits** or **My Plans**, depending on which type of case you want to upload your files to.



3. Open the appropriate case by clicking on the case number.

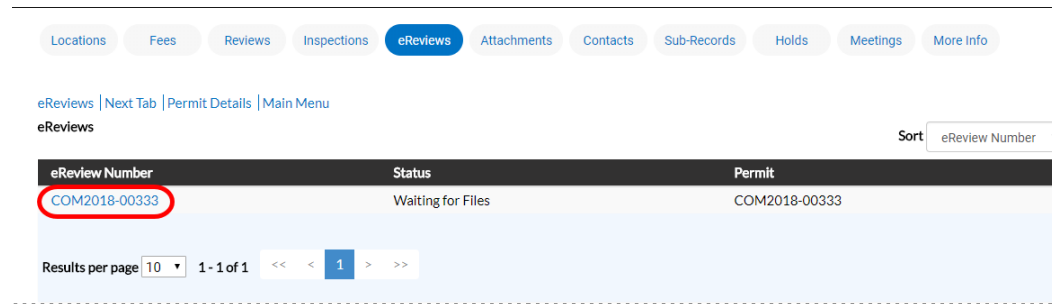


4. Click **eReviews** in the case options.



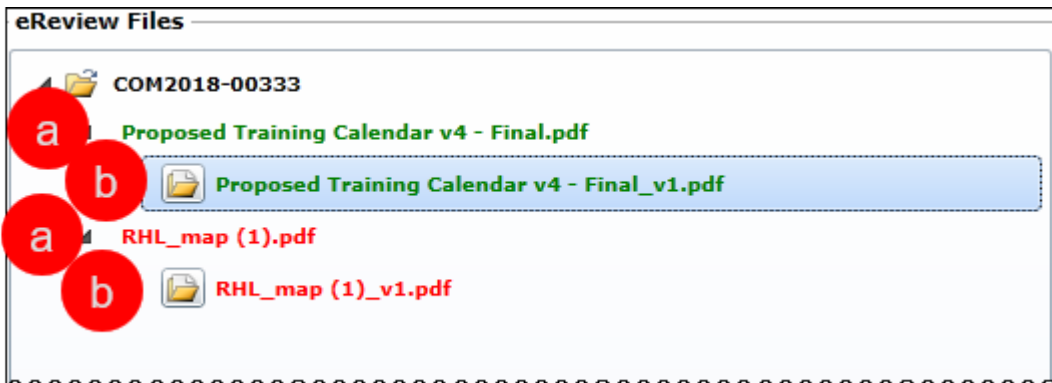
5. Click the **eReview Number** to pull up the eReview Portal.

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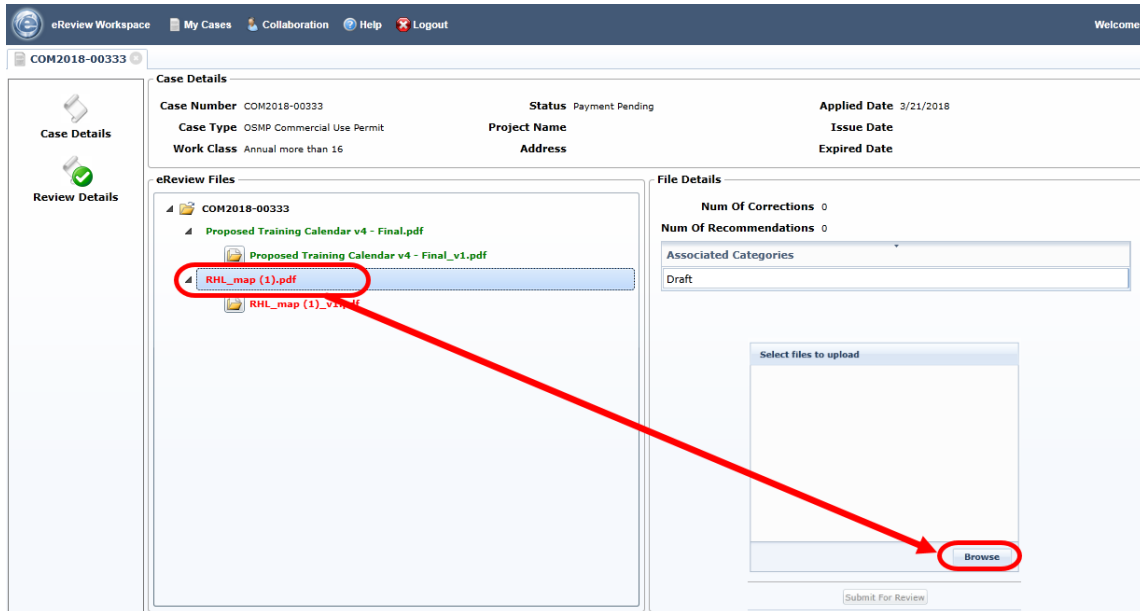


6. A list of documents you have submitted to this case will appear. Each document will have a header/title, then an expanded version or versions below it, depending on if you have resubmitted a document before.

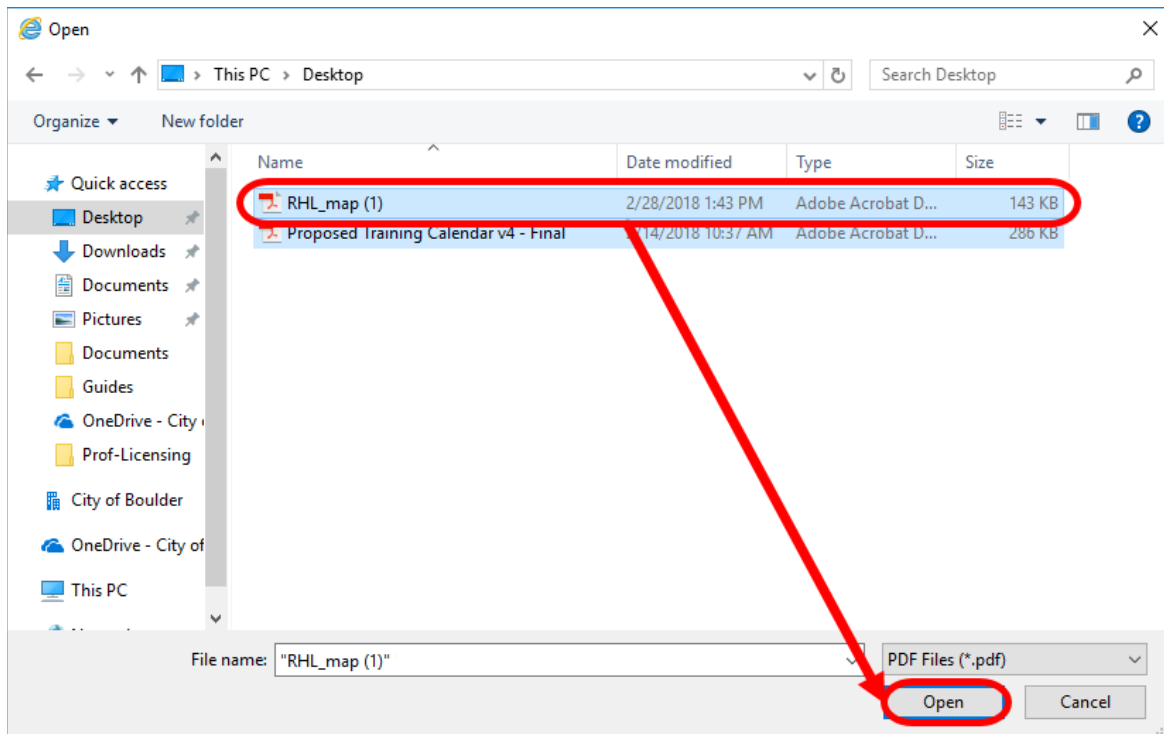
- File Header/Title
- File Version. In this case, each document only has one version.



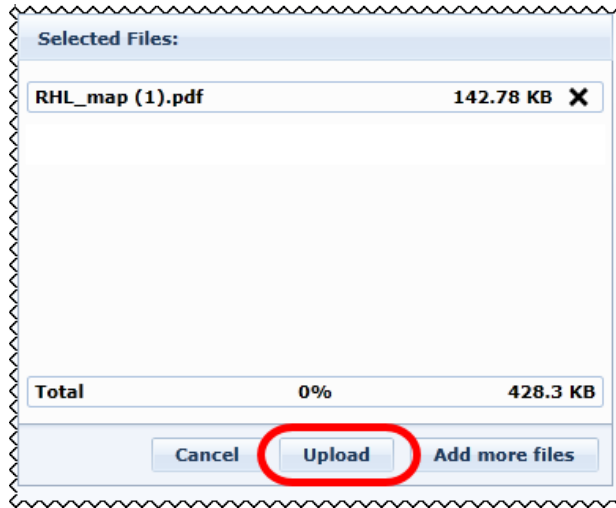
7. Click on the *Header/Title* of the document you would like to resubmit. Then click **Browse** in the bottom right.
- NOTE – If the browse button is not there, you either have not acknowledged the corrections in the *Review Details* section as mentioned in the previous section, or you are not currently permitted to resubmit documents.



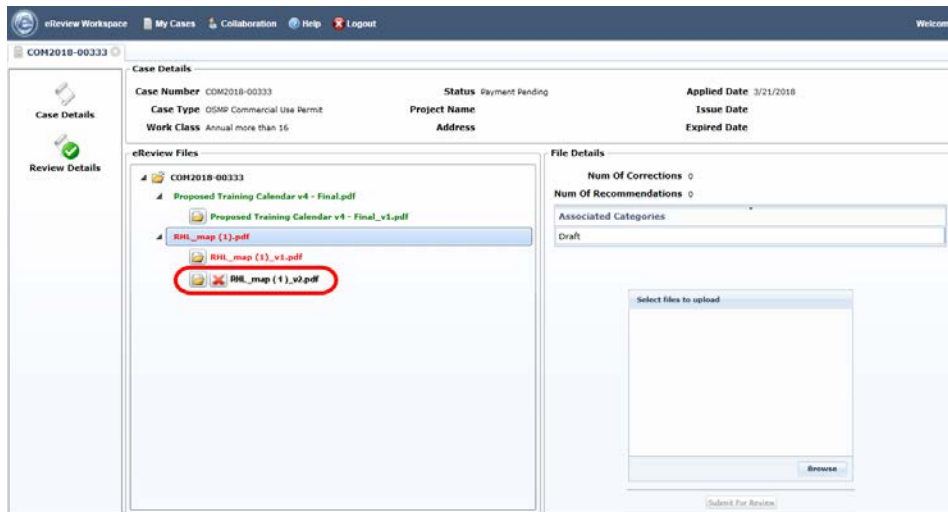
8. Select the new version of the file in File Explorer and click **Open**.



9. Click **Upload**.



10. A new version of the document is added under the heading/title. In this case, is v2.



11. Repeat steps 7-10 for any additional documents that need to be resubmitted.

12. Once all documents are uploaded, you may click **Submit for Review**.

