

Quick Guide: How to Complete the Applicant Upload or Resubmit Task

Files and documents are not submitted for review until the applicant signs off the *ApplicantUploadTask* or the *ApplicantResubmitTask*. Completing your task will notify New Castle County your project is ready for review and this step should not be completed until all outstanding items for your task are finished.

NOTE: Once this task is completed, you can no longer upload files for this review cycle.

Complete the Task and Submit Files

Files are not submitted for review until the applicant signs off the task.

- Log into ePlans at www.eplans.ncde.org and click *Manage My Existing Projects*
- Select the Project Number from your Active Projects List or Standard Workflow Task List
- The Project Page will load—Click the *Workflow Portal* button (Figure 1)

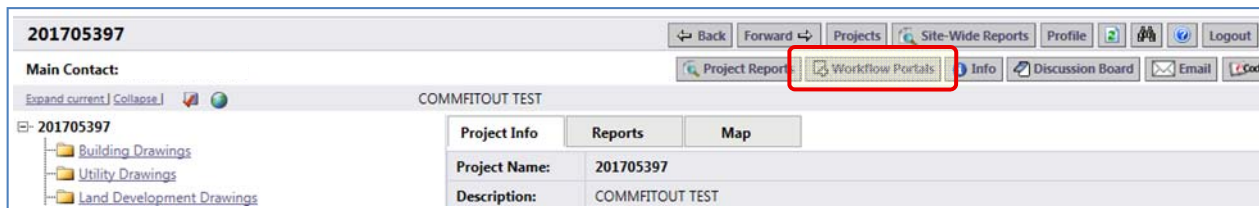


Figure 1: ePlans Project Page

- Open the task hyperlink listed under Task (Figure 2)

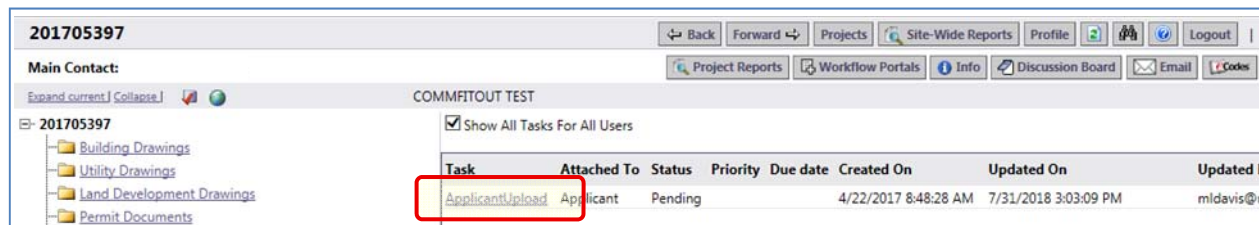


Figure 2: Workflow Portal Task

- Accept the task, if applicable
- Acknowledge the task completion box(es) and click the *Complete* or *Notify Jurisdiction* button to submit files for review (Figure 3)

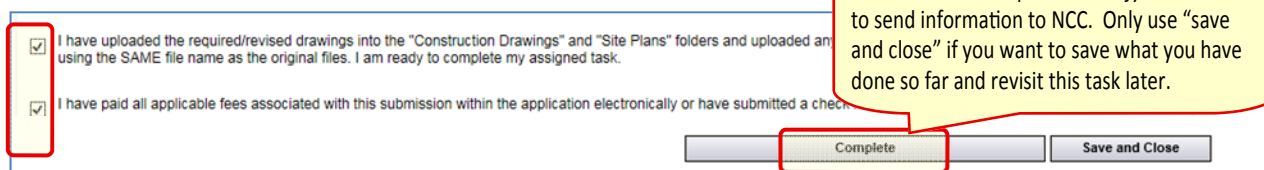


Figure 3: eForm Task Acknowledgement

NOTE: The task will no longer be listed under Workflow Portal tasks.

You have successfully completed your applicant task. If your submission does not meet our submission standards and application requirements, you will receive an email notification and task.