Paperless Permit

Instructions:
Add a User

Revised June 2023
Paperless Portal Instructions

Choose the “Go Directly to ProjectDox” tab
• Once logged in go directly to ProjectDox

Choose which project you would like to open
• Click on the permit number to open the project.
Click on the “Upload and Submit” Link or the “Complete Box”.

- These are located in the “Action” column and the “Task” column.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TASK</th>
<th>PROJECT</th>
<th>GROUP</th>
<th>STATUS</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept</td>
<td>Code Enforcement Department Review cycle #2</td>
<td>B22-0599</td>
<td>Code Enforcement</td>
<td>Pending</td>
<td>Medium</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Upload and Submit</td>
<td>B22-0627</td>
<td>Applicant</td>
<td>Accepted</td>
<td>Medium</td>
</tr>
</tbody>
</table>
Once the “Upload and Submit” page appears click on the “Invite Others” tab.

- This tab is located next to the “Original OAS Application” tab.

Under the “Invite Others” tab, enter the information who you would like to add.

- If you choose “Applicant”, the person will be able to accept tasks during the permitting process.
• If you choose “Applicant View Only”, the person will not be able to accept tasks during the permitting process.
After entering the person’s information click the “Invite User” button.
• The person will begin to receive emails regarding the permit.