

Metropolitan Area Building and Construction Dept.

ProjectDox| ePlans • <http://www.sedgwickcounty.org/mabcd/eplan.asp>

ePlans Quick Guide: How to Log In

1. E-mail Invitation

We send a temporary password via email along with a link to your project. If you already have an account set up, please log in using those credentials. *If you do not receive the e-mail as expected, check your spam folder for mail from ePlans@Sedgwick.gov.*

2. Browser Requirements

Since ePlans is a web-based application, no special software is needed. It runs in Internet Explorer (IE) version 10 or greater, and the latest releases of Chrome, Safari, and Firefox.

3. Disable Pop-Up Blockers

ePlans displays plans in pop-up windows. The browser's pop-up blockers must be disabled. If ePlans does not open after logging in, a pop-up-blocker has prevented the main project window from opening. Pop-up blockers will allow you to disable blocking for specific websites.

- **Pop-up blocker information**
 - Disable pop-up blockers entirely.
 - Configure blocker to allow pop-ups for specified sites by going to Tools/Internet Options/Privacy Tab/Settings button. Type in the Projectdox URL <https://eplans.sedgwickcounty.org> and then click add
- **How to add ePlans as a trusted site**

Go to Tools, Internet Options, Security Tab, Click on Trusted Sites, Sites button. Type in ProjectDox URL <https://eplans.sedgwickcounty.org> and click add and then close.

4. Create ePlans Profile

The email "Eplans Login" link, opens the login screen. Enter your email address and temporary password. If you already have an account but forgot your password, Click on "Forgot your password?" for help.

5. Create a New Password

To keep your information secure, please create a new password after updating your contact information at the "Profile" screen.

Please enter a security question and answer on your profile page that can be used to reset your password.

6. Install ProjectDox Components

ActiveX

At the login screen (below), click the "Install ProjectDox Components" link to install the necessary ActiveX components. The user must have administrative rights on the machine in order to do the install.

Desktop Shortcut/Favorites

Send a shortcut to your desktop or add ePlans to your favorites. You can add it to your browser as a favorite by clicking on the link or typing a ctrl + d

The screenshot shows the login interface for ProjectDox. At the top, there's a header with the Sedgwick County logo and the text "Electronic Plan Review". Below this is a login form with fields for "E-mail:" and "Password:", and buttons for "Login" and "Forgot your password?". Below the login form, there are three red-bordered boxes: "Install ProjectDox Components", "To create a desktop shortcut, click and drag the icon below to your desktop." (with a yellow 'X' icon), and "Click here to add ProjectDox to your Favorites." The footer contains the ProjectDox logo, copyright information for Avolve Software, and the Avolve Software logo.