# ProjectDox®

## Electronic Plan Solutions

**Engineering Plan Submittal**

**Create Account**

**Quick Reference Guide**

**Drainage/Paving & Water/Wastewater**
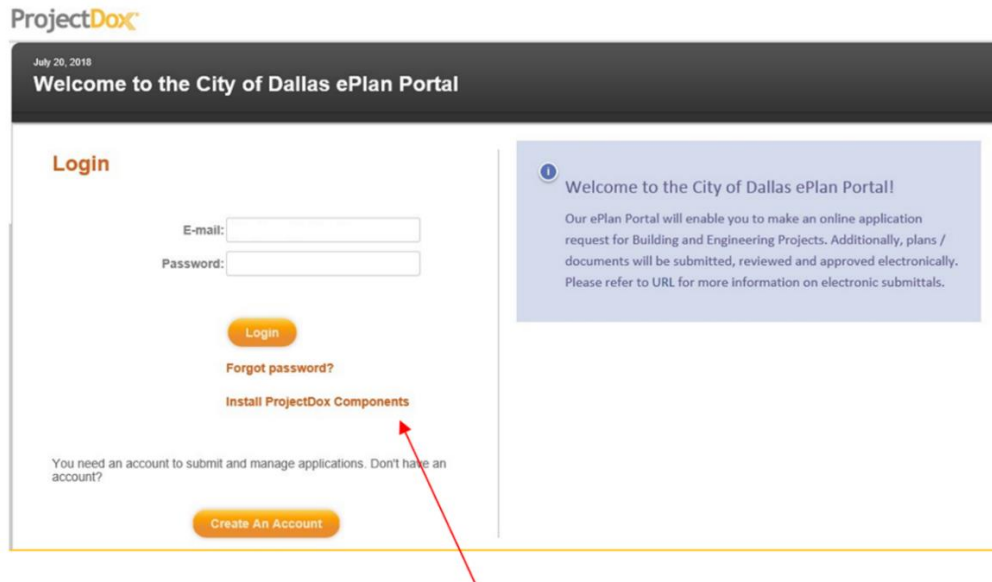
**Engineering**

**City of Dallas, TX**

**City of Dallas**

# 1. Browser requirements

Open the following link https://plansubmittal.dallascityhall.com

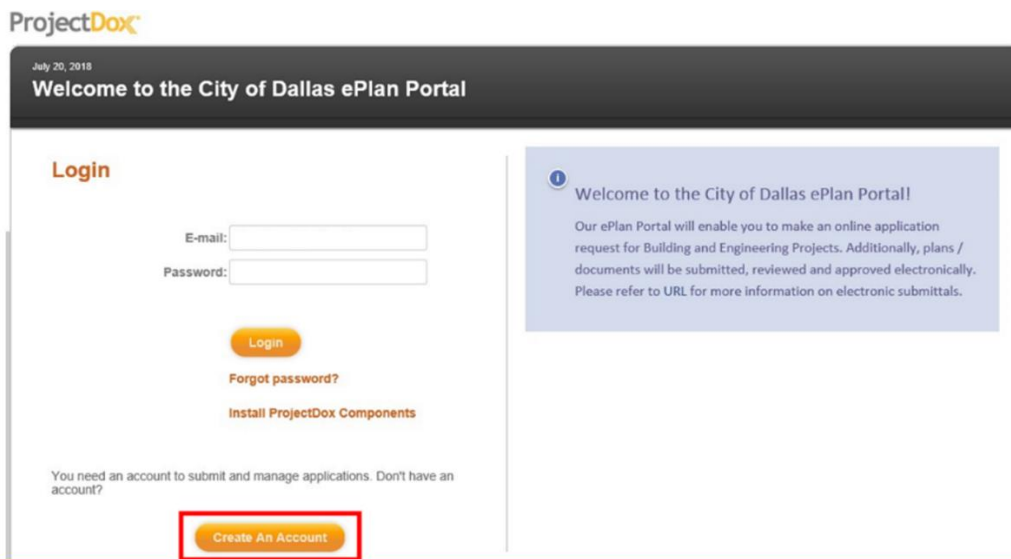**Internet Explorer browser**. Select *Install ProjectDox Components*.

**All browsers including Internet Explorer**:
- The site URL must be added as a trusted site
- Turn OFF Pop-Up Blockers

# 2. Create account

Open the following link, https://plansubmittal.dallascityhall.com
Click the *Create an Account* button

Fill out your information, then click *Create My Account.*

ProjectDox®

June 29, 2018

## Create Your Account ?

| | |
|---|---|
| First Name * | |
| Last Name * | |
| Email * | |
| Confirm Email * | |
| Phone * | x |
| Additional Phone | x |
| Company Name | |
| Address 1 * | |
| Address 2 | |
| Country * | United States ▼ |
| Province/State * | ▼ |
| City * | |
| Postal Code/Zip Code * | |
| New Password * | |

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.

| | |
|---|---|
| Confirm Password * | |

Create My Account    Cancel

You will receive an email with an Account verification code, click on verify password link and follow the instructions.

### New Account Request

Welcome to Portal! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

| User Login: | john.doe@hotmail.com |
|---|---|
| Verification Code: | D2322D (Good until 7/6/2018 2:48:03 PM) |
| Click to verify password: | https://wseprstst01.city.dallastx.cod/ProjectDoxPortalWebUI/Login/RequestCode/test-jurisdiction?Email=javier.ramon@dallascityhall.com |

NOTE: If the verification code provided in this email has expired, you can click on the link above and request another verification code.

**Please do not reply to this email.**