

ProjectDox Login

<u>ProjectDox</u> is the City of Folsom's online program for electronic plan review for building, engineering and planning projects that require review to make sure that the plans meet the California Building Code and/or other City requirements.

New Login Screen

There is now a new login screen for ProjectDox since the City upgraded to a newer version of the program. The rest of the features remain the same. To login, enter your email address and password into the sections below and click login.

FOLSOM	
Welcome to the City of Folsom's ProjectDox Portal	January 23, 2023
Login E-mail: Password: Login E-rogot.password2 You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.	Welcome to the City of Folsom's ProjectDox Login Page! Our ProjectDox system is used for the review of electronic plans for development projects. For more information on electronic plan review and submittals, please <u>Click Here</u> . TERMS AND CONDITIONS OF USE Welcome to the City of Folsom's Electronic Plan Review System. This website (Site) is designed to allow customers to submit permit applications and obuilding plans electronically. Customers can monitor the progress of their applications and correspond with the City of Folsom Community Development Department during their plan review and permitting process. Your access to and use of the City of Folsom ("City") ProjectDox website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use. whether or not you agree are equistered user. By using
	the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you" and "your" mean you and the employees, consultants, contractors, and any other parties who access the Site using your password. If you choose not to accept these terms and conditions, you will not be able to use the Site. Instead, you must submit your plans to the City's Community Development Department at 50 Natoma Street, Folsom, CA 95630. MODIFICATION OF THE AGREEMENT

If you forgot your password, click on Forgot Password? You will receive an email with a verification code that you can enter and reset your password. The verification code is good for 2 hours. You will need to click on the Forgot Password? link again if it's been more than 2 hours.

ProjectDox Dashboard

FOLSOM

Once you have logged in your ProjectDox Dashboard will appear with your project(s) and task(s) as shown below. Click on the Open button to open your current task. You can also click on the project number link to take you to that project.

L Profile				D Parrington Logout
ProjectDox Dashboard				January 23, 2023
My Projects				C
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
RADU23-00001	TEST - Detached ADU Project 5		Upload	Upload and Submit Task
1 - 1 of 1 records				i€ < Prev 1 Next ▶ →
		View All Proj	jects	

My Profile Screen for New Users or Existing Users that Reset Password

If you are a first-time user or you have reset your password, you will be directed to the My Profile page where you can update your profile or confirm existing information. Enter your password and click Save as shown in the image on the following page. **Note:** <u>Do not use the</u> <u>Security section unless you want to change your password again</u>.

My Profile ?								
Personal Information								
In order to start your applic To be able to save change:	ation request, s in your Perso	please verify onal Informatio	your profile info on you must prov	rmation. vide your Curr	ent	Password.		
First Name *	New							
Last Name *	User							
Email *								
Phone *					x			
	The Phone fie	ld is required	in XXX-XXX-XXX	X format				
Additional Phone					X			
I Have a Company *	• Yes ON	D						
Company Name *								
Address 1 *								
	The Address	1 field is requi	red.					
Address 2								
Country *	United States					~		
Province/State *	California					~		
City *								
	The City field	is required.						
Postal Code/Zip Code *	The Postal Co	de/Zip Code	field is required.					
Current Password *								
	Save	Cancel						