

**EPLANS FIRST TIME LOG-IN GUIDE**

**Logging in the First Time**

1. The first time you are assigned to a project in ePlans you will receive an email with a temporary password.
2. Before you log in you will need to install the ProjectDox components.
3. Click on the Login to ProjectDox link in the email.
4. You will be brought to the ePlans login page.
5. Click on the Install ProjectDox Components link.
6. Follow the on-screen instructions to install the required components.
7. Once you have installed all the required components you can log into the ePlans system. Type your email address and the temporary password from the invitation email into the appropriate fields.
8. After you have successfully logged into ePlans the system will require you to change your password and set up a security question. (You only have to fill out the highlighted portions).
  - a. The password must be a minimum of 6-characters.
  - b. The security question is required to reset your password.
9. Once they are filled out click on the Save button.
10. You will now be taken to the ePlans Project Page.

**Invitation**

Hello Katie Vollbrecht:

You have been added to the ProjectDox database and as a new member to the project listed below.

Login:	<a href="mailto:youremail@gmail.com">youremail@gmail.com</a>
Temporary Password:	ABCDEFG
Project:	TEST Project
Group:	Applicant
Project Owner:	Katie Vollbrecht
Owner's Email:	<a href="mailto:katherine.vollbrecht@ci.stcloud.mn.us">katherine.vollbrecht@ci.stcloud.mn.us</a>
	<a href="#">Login to ProjectDox</a>

Contact the Project Owner or a Project Administrator if you have questions regarding this

**Welcome to ProjectDox.**

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

<b>Change Password:</b>	<b>Password Reset Question &amp; Answer:</b>
New password:*	Security question:*
Confirm new password:*	Security answer:*

**Profile Information**

Contact Information | User Metadata | Project Membership | Group Membership

[Save](#)

\* Required field