New User Guide

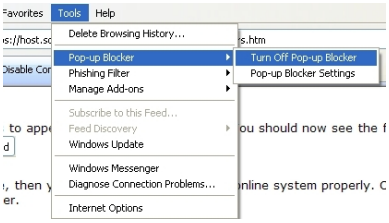
When you've been invited to a project, you'll receive an email containing your login information, project information, along with a "Login to ePlans" project access link. For direct access, go to https://eplans.santa-clarita.com/ProjectDox.

Before using ePlans for the first time, please complete the following steps:

1. Disable your Pop-Up Blocker

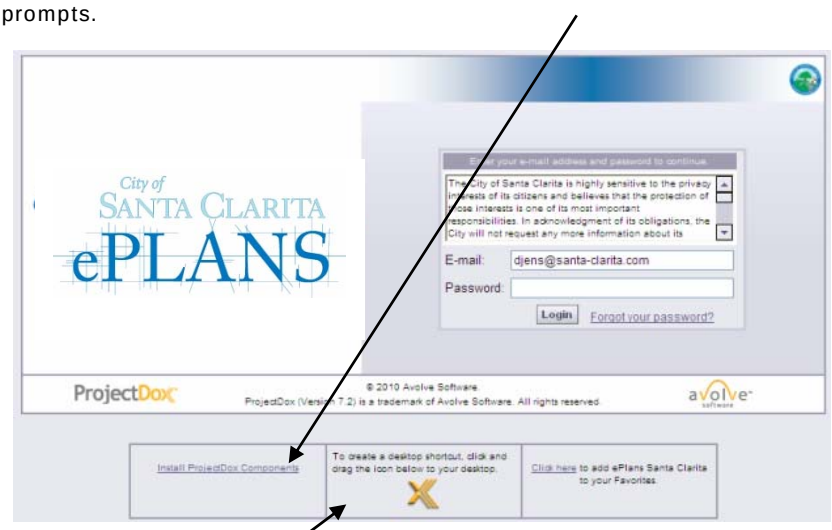
ePlans uses pop-up windows (browser windows with no toolbars). Please disable pop-up blocking for the ePlans site. Here's how:

On the ePlans login page, open the Tools menu from the File menu above. Select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below):



2. Install ProjectDox Components

On the lower left hand side of the login screen, click on the "Install ProjectDox Components" link. This will install the necessary ActiveX components on your computer for the ePlans application to function properly. Choose "Run" and follow the installation prompts.



You may also want to create a Desktop shortcut to the Santa Clarita ePlans system or add it to your Internet Favorites.

3. Log into Santa Clarita ePlans

Enter your email address and temporary password from your invitation email. A user Profile screen will display.

- You must change your password. Password must be at least 7 characters and include one numerical digit.
- Enter your Password Reset Question & Answer; colored fields are required. You cannot proceed until all required fields are filled.
- Click Save (bottom left on screen) when finished.

Once logged in, the Projects screen will display all projects to which you have access. Your Profile can be accessed by clicking the Profile button from the main ePlans button bar.

If you forget your password, click the "Forgot your password?" link on the login screen to have your password sent to you.

For additional instructions for using the ePlans system, please visit http://www.santa-clarita.com/eplans.