How to create a ProjectDox (PDOX) account

STEP #1 - Submit a permit application.

STEP #2 – Once the permit is received and processed, the '**Applicant listed on the application'** will receive a ProjectDox Invitation email (Click on email link) **NOTE: Permit processing times vary**

WashcoEPRPDS@co.washington.o... 🔍 ⭐ **ProjectDox Invitation for BLDG-2100446** PROJECT INVITE Hello Jeff, You have been invited t

STEP #3 – Once you open the email, you will see the screen below. Your login and temporary password are provided in this email. Click on the **'Login'** link at the bottom.

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PROJECT INVITE

Hello Jeff,

You have been invited to the participate in the plan review for project: **BLDG-2100446**, as a member of the **Applicant** group.

> **TIP: Complete Setup Now**
> **Your temporary password will expire quickly.** You must complete your setup before you can upload files or complete any tasks.

Your login: **pdoxacct@yahoo.com**
Temporary password: **CC863D4**

Please complete your account setup now, click on "Login" below.

Login   To complete your setup

Please do not reply to this email.

See next page

STEP #4 - Once you click on the **'Login'** button, it will take you to the main log in page. Enter the email and temporary password provided and click **'Login'**.

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Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

[add'l text, etc.]

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E-mail: pdoxacct@yahoo.com

Password: ••••••••

Login

Forgot your password?

VIDEO SERIES
GETTING STARTED || ACCEPTING A TASK || DOWNLOADING APPROVED PLANS

ProjectDox

To add ProjectDox to your favorites

Click here

STEP #5 - Once you log in, the following screen will appear. Enter a new password, confirm new password, enter a security question and answer. NOTE: The security question/answer can be anything you want it to be. Fill in as much information as possible under contact information and click 'Save.' Next, it will take you to the main project screen.

NOTE: Please see the additional guides under the **'Resources'** section on the main Washington County Electronic Plan Review website.

END OF DOCUMENT