

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:

Password:

[Login](#)

[Forgot your password?](#)

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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.

Profile Information

Welcome to ProjectDox - Test 9.2.8.909.

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.

Change Password:
New password:* [.....]
Confirm new password:* [.....]

Password Reset Question & Answer:
Security question:* Favorite Color
Security answer:* Green

Contact Information | User Metadata | Project Membership | Group Membership | User Activity

* Required field

First Name: * Jeff | Last Name: * Shelby
Email: * pdoxacct@yahoo.com
Title: [.....]
Company: [.....]
Address 1: [.....]
Address 2: [.....]
City: [.....]
State/Province: [v] | Postal Code: [.....]
Phone: [.....] | Fax: [.....]
Mobile: [.....] | Pager: [.....]
Language:* en [v]

Save

NOTE: Please see the additional guides under the 'Resources' section on the main Washington County [Electronic Plan Review website](#).

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