

Electronic Plan Submittal
Division of Industry Services
SharePoint Instructions for Plan Submitters
Last Revised: 10/03/16

Getting Started:

In order to access the Division of Industry Services ePlan Review Site **submitters must register for a State of WI/DOA account to use SharePoint**. This registration is a one-time requirement – for instructions to register, please refer to Appendix 1 at the end of this document.

After registering, the next step is to schedule your Commercial Building or General Plumbing plan review appointment via the DSPS online scheduling process. Click on this link to [schedule plans through the web scheduler](#) .

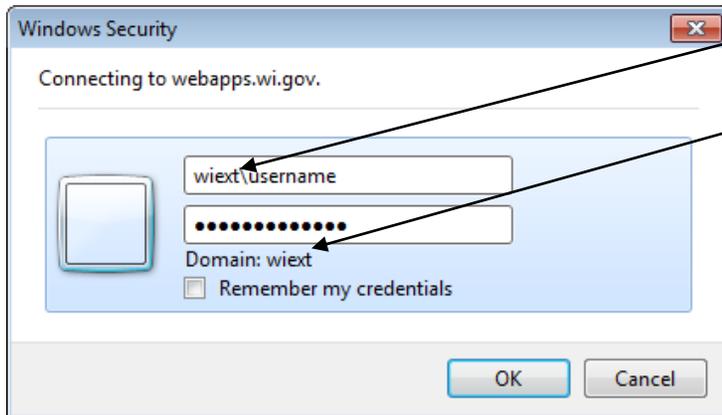
Once you have received your appointment confirmation for your scheduled plan review with a transaction ID number, you can then log into the SharePoint site to upload your plans and related documents to the SharePoint site.

To request electronic plan review for Private Onsite Wastewater Treatment Systems (POWTS), Elevators or Gas Systems/Anhydrous plans, please complete the appropriate application form and e-mail it along with your registered SharePoint username to DSPSsbPlanSchedule@wi.gov .

Step 1-Login: Login to site using the link provided in your ‘Welcome to SharePoint’ email or using the following link <https://webapps.wi.gov/sites/dsp/planreview/default.aspx> .

When prompted, enter your State of WI/DOA username/password (see Appendix 1 if you don’t have an account). **Microsoft Internet Explorer is the preferred browser.**

Please note that you must preface your username with ‘wiext\’ per the screen capture below:



Tips:

Click on the “Sign in as Another User” option if you get message that you are signed in already. Just re-enter your same user name and password.

Are you are getting ‘Access Denied’?

See the tips on next page and if problem persists, send an email to :

Dspselectronicplansubmittaltech@wi.gov

Please include your transaction #.

Are you getting 'Access Denied'?

Please make sure that:

- You are using Internet Explorer (IE) as your web browser
- You are entering 'wiext\' in front of your username
- You have a scheduled plan review appointment and transaction #
- Internet Explorer versions 10 or higher should be run in Compatibility Mode

To turn on Compatibility View:

- See if the Compatibility View button  appears next to the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)
- Click the Compatibility View button  to display the site in Compatibility View.

Check your browser settings:

- Check the setting in Internet Explorer under 'Tools, 'Internet Options', 'Browser History'/'Settings', and make sure 'Check for Newer Versions of Pages' is set to 'Every Visit to Page'
- Delete all Temporary Internet Files and History

Add SharePoint to your trusted site list:

- Click the Tools button, and then click Internet Options.
- Click the Security tab, and then click a security zone (Local intranet, Trusted sites, or Restricted sites)
- Click Sites.
- If you clicked Local intranet in the previous step, click Advanced.
- The website should be shown in the Add this website to the zone field. Click Add and add <https://webapps.wi.gov> to the trusted site and save.
If the site is not a secure site (HTTPS), clear the Require server verification (https:) for all sites in this zone check box.
- Click Close, and then click OK (or click OK twice if you clicked Local intranet in step 4).

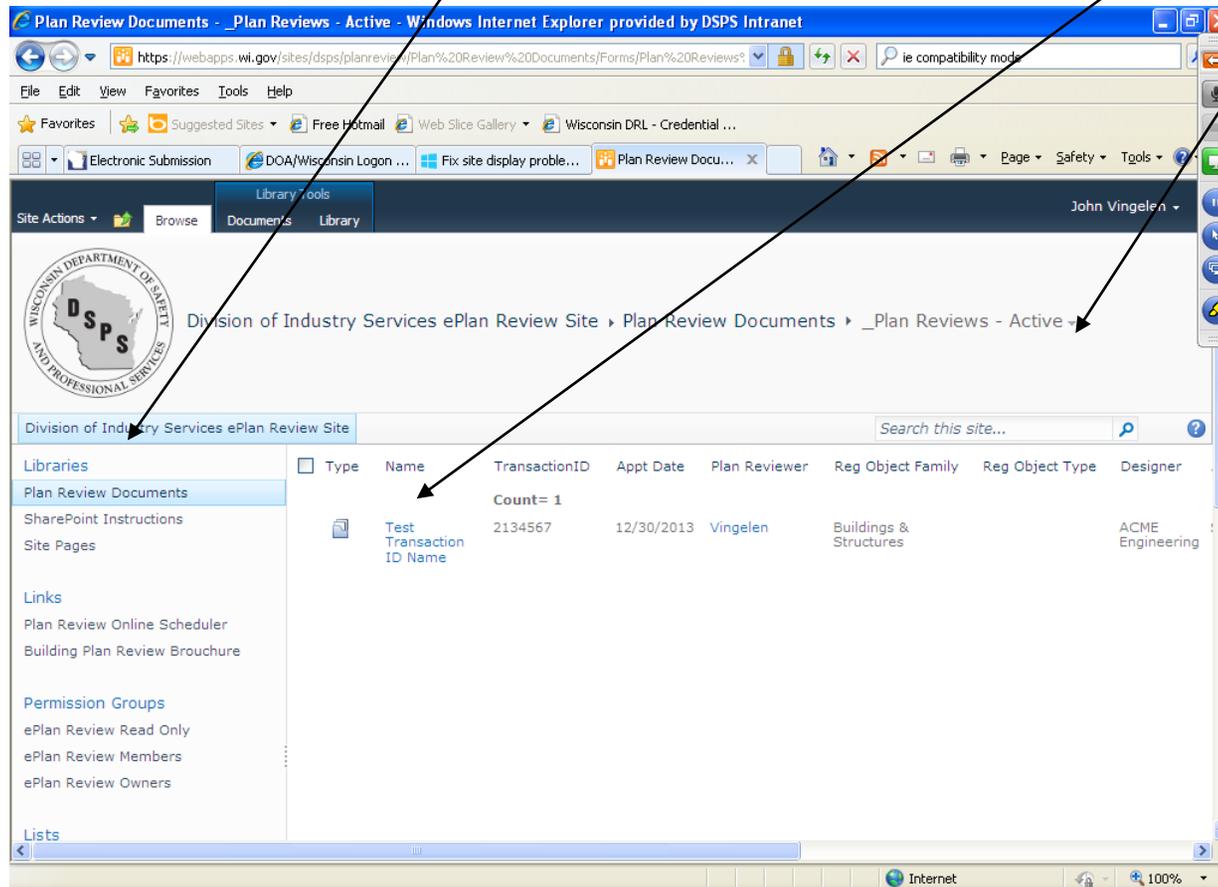
Confirm Password/Password Recovery:

- Please confirm you are using the correct password by attempting to log in under 'Profile Management' on the DOA/State of WI account management page: <https://register.wisconsin.gov> .
- If you have forgotten your password or aren't sure if you have a SharePoint ID please use the Login ID/Password Recovery option on <https://register.wisconsin.gov>
- **Note: If user has multiple accounts to same e-mail address the password recovery process will not work.** In order to disable username accounts request assistance at the following address: WILMSHelp@Wisconsin.gov .

UPLOADING PLANS TO PROJECT FOLDER

Step 2: Click on the 'Plan review Documents' link under 'Libraries' and click on the name of the project shown in blue from the Project List.

NOTE: If your project does not appear on list or to find your approved plan, select Plan Review Documents from Libraries menu on left side of screen. Using the drop down list that appears next to “**_Plan Reviews-Active**” change View to “**_Plan Reviews – All**”.

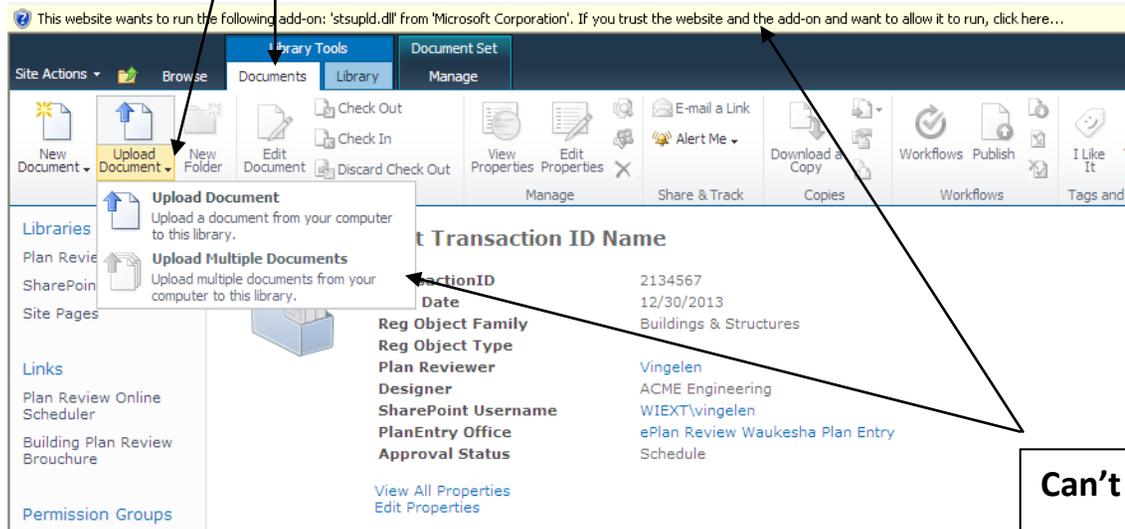


The screenshot shows a web browser window displaying the Wisconsin Department of Safety ePlan Review Site. The page title is "Plan Review Documents - _Plan Reviews - Active". The browser address bar shows the URL: <https://webapps.wi.gov/sites/dsps/planreview/Plan%20Review%20Documents/Forms/Plan%20Reviews?>. The page features a navigation menu with "Libraries" and "Documents" tabs. The "Libraries" tab is active, showing a list of libraries including "Plan Review Documents", "SharePoint Instructions", and "Site Pages". The "Plan Review Documents" library is selected, displaying a table of documents. The table has columns for "Type", "Name", "TransactionID", "Appt Date", "Plan Reviewer", "Reg Object Family", "Reg Object Type", and "Designer". A single document is listed with the name "Test Transaction ID Name" in blue text. The table also shows a "Count= 1" for the selected library. The page includes a search bar and a user profile for "John Vingelen".

Type	Name	TransactionID	Appt Date	Plan Reviewer	Reg Object Family	Reg Object Type	Designer
	Test Transaction ID Name	2134567	12/30/2013	Vingelen	Buildings & Structures		ACME Engineering

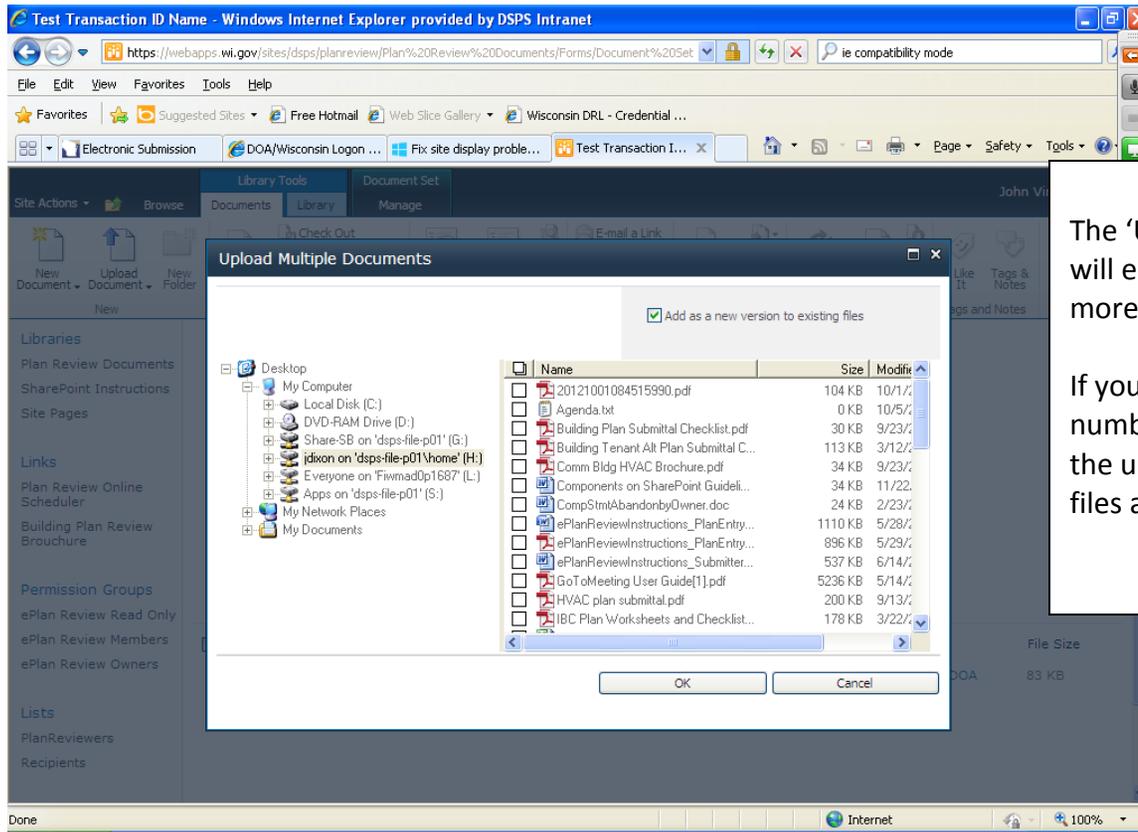
Step 3: Uploading documents

Click on the 'Documents' tab under 'Library Tools'. From the 'Documents' ribbon, click the dropdown arrow on the 'Upload Document' icon to upload single or multiple documents.



Can't see 'Upload Multiple Documents'?

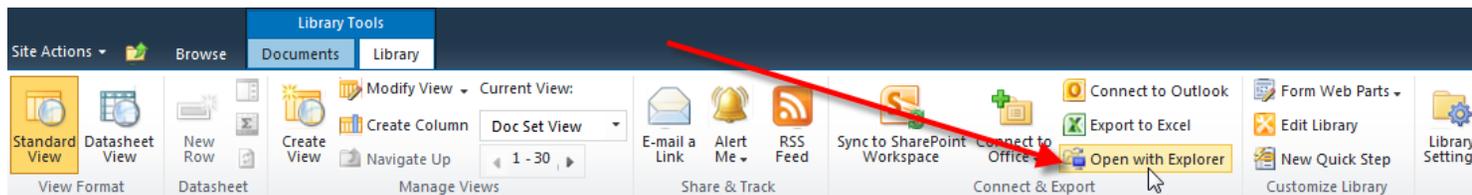
If 'Upload Multiple Documents' does not appear as a menu option, please confirm that you are using Internet Explorer as your Web browser and that you have downloaded any ActiveX controls as prompted via a 'yellow banner' in your browser.



The 'Upload Multiple Documents' command will enable you to view and locate one or more files on your local PC/network.

If you experience problems uploading large numbers of files at once, please break up the upload procedure into groups of 10-12 files at a time.

Please note that an alternative method to upload documents is to use the 'Open with Explorer' option per below.



E-Plan Review Upload Standard Requirements:

**Failure to follow these standard requirements may delay processing of your plan review.*

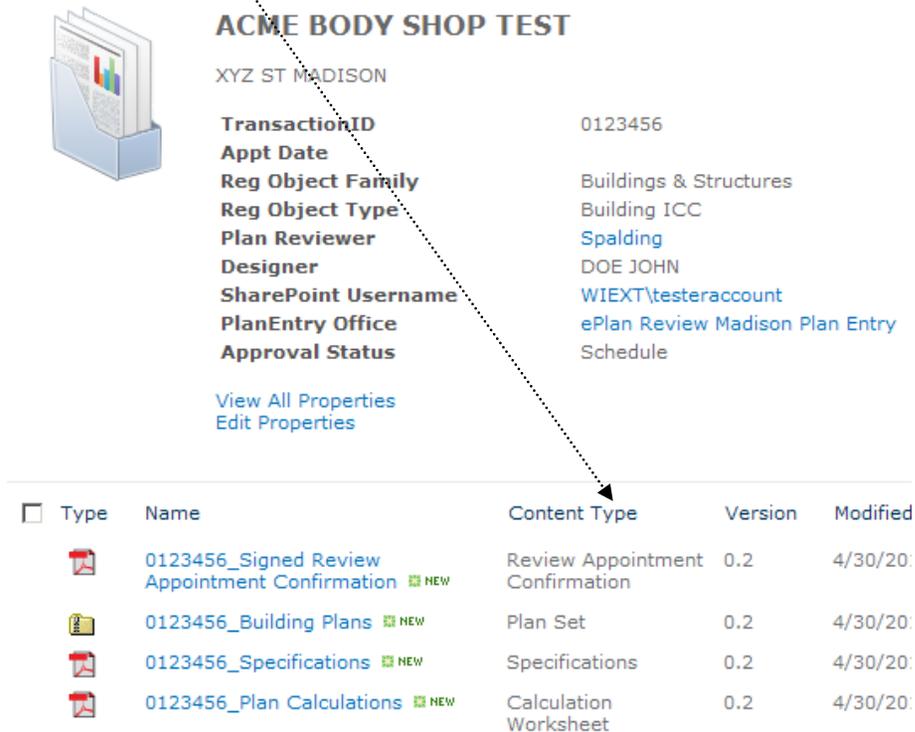
- **Required File Format:** Adobe Acrobat .pdf – Ensure uploaded documents are unlocked for editing so that a reviewer may attach an approval stamp.
- **Zip Files:** Prior to uploading to SharePoint please convert each drawing sheet into a separate .pdf file and then **combine all of the .pdf sheets into a single compressed .zip file.** To create the .zip file, please use the utility included in your computer's operating system. For those using Windows 7, the following link provides an overview on creating a .zip file
<http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files>
- **File Naming Convention:**

.zip File/Folder/Plan Set Required Naming Convention: Transaction # underscore and Description (such as *0123456_Plan Set* or *0123456_Specifications*)

Plan Pages/Individual Files Required Naming Convention: Discipline or reference number indicated on the index sheet underscore and Description (such as *A101_Architectural Front view* or *C100_SitePlan*)

Discipline Index	
I	Index/Title Sheet
A	Architectural
S	Structural
M	Mechanical
FS	Fire Suppression
FA	Fire Alarm
P	Plumbing
E	Electrical
C	Civil

- **CONTENT TYPE:** Use Edit Properties on the Document to update the “Content type”.



ACME BODY SHOP TEST
XYZ ST MADISON

TransactionID 0123456
Appt Date
Reg Object Family Buildings & Structures
Reg Object Type Building ICC
Plan Reviewer Spalding
Designer DOE JOHN
SharePoint Username WIEXT\testeraccount
PlanEntry Office ePlan Review Madison Plan Entry
Approval Status Schedule

[View All Properties](#)
[Edit Properties](#)

<input type="checkbox"/> Type	Name	Content Type	Version	Modified
	0123456_Signed Review Appointment Confirmation <small>NEW</small>	Review Appointment Confirmation	0.2	4/30/20:
	0123456_Building Plans <small>NEW</small>	Plan Set	0.2	4/30/20:
	0123456_Specifications <small>NEW</small>	Specifications	0.2	4/30/20:
	0123456_Plan Calculations <small>NEW</small>	Calculation Worksheet	0.2	4/30/20:

- **Orientation:** All files shall have correct orientation for viewing the files once uploaded.
- **Legibility:** All files shall be of sufficient clarity, character and detail to show how the proposed design will conform to the code per SPS 361.31(2)(d). Program specific submittals shall be legible to show pertinent information. (Example: Plumbing site plans shall only show specific plumbing items, have color coding, or provide an isometric file). Revisions shall be clearly indicated.

- **Uploading Plan Revisions:** Prior to approval, if you are asked to revise any of the previously uploaded documents, refer to Step 3 above. Please note that a revised document should use the same filename as the original document to utilize version control within SharePoint. Revisions AFTER plan approval require a new Transaction ID – if you have any questions regarding revisions, please contact the Plan Entry Office.
- **Approved Plans:** Once plans are approved, your permissions will be automatically modified to READ ONLY and you will no longer be able to upload additional documents.

AUTOMATIC EMAIL ALERTS OF NEW DOCUMENTS

- Please note that the Plan Submitter and Plan Reviewer will receive automated email alerts when new documents are uploaded to the site, similar to below:

From: DSPSElectronicPlanSubmittalTech@wisconsin.gov
To: [REDACTED]
Cc: [REDACTED]
Subject: Alert: New SharePoint Document under Transaction ID: 2354574

A new document has been uploaded by [Henry Berry](#) to Transaction ID 2354574

Document Information
Transaction ID: 2354574
Document Name: Hi-Crush Whitehall Plan 2354574.pdf
Document Upload Date: 1/30/2014
Appointment Date: 2/3/2014
Designer: [RATTSCH RUSSELL R](#)
Plan Entry Office: ePlan Review La Crosse Plan Entry

[Link to Transaction ID](#)
[Link to Document](#)

Email Distribution
Plan Reviewer Email: [Warren Erlar@Wisconsin.gov](#)
Plan Entry Office: ePlan Review La Crosse Plan Entry
Plan Submitter Email: [henry@ratlachengineering.com](#)

OTHER REQUIRED DOCUMENTATION AND FEE PAYMENT

- **Review Appointment Confirmation Notice:** Upload (in a separate document) a scanned copy of your transaction confirmation notice with signatures as applicable.
- **Payment of Fees:** Payment for electronic plan review is made **by invoice only**. An invoice for fees due will be mailed directly to the Designer of Record following plan approval. **The Designer's signature authorizing invoicing of fees is required where indicated on the Review Appointment Confirmation Notice and this signed form is required to be uploaded to SharePoint at the time of plan upload.**
- **Electronic Signature/Seal:** Designers should provide an electronic version of their Wisconsin Professional Architect/Engineer/Designer signature and seal applied to the pdf plan documents prior to upload.
- **Designers: Please do not use the Adobe Acrobat certification tool to certify your plans prior to uploading.**
- **Petition for Variance Notary Seals:** If the Notary Public has used an embossed seal rather than an inked stamp to validate the document, the plan submitter should shade the embossed area lightly with a pencil before scanning it for upload.

DOCUMENT SUBMITTAL DUE DATE

- Plans and related documents **must** be uploaded to the SharePoint site two business days prior to review date.
- To request rescheduling or cancellation of your review please e-mail DspsSbPlanSchedule@wi.gov.

PRINTING PLAN DOCUMENTS

- It is recommended that the User download plan documents to a personal drive before printing. Select document to be printed and use the Download a Copy icon to proceed.
- From the Adobe print menu prompt Select “Documents and Stamps” under the Comments and Forms option.

The screenshot displays the SharePoint interface for 'ACME BODY SHOP - TEST'. The ribbon includes 'Library Tools' and 'Document Set' tabs. The 'Library Tools' ribbon has a 'Download a Copy' icon highlighted. The 'Document Set' ribbon has a 'Download a Copy' icon highlighted. The main content area shows a document library with the following table:

<input checked="" type="checkbox"/>	Type	Name	Content Type	Version	Modified	Modified By	File Size
<input checked="" type="checkbox"/>	Document	SharePoint Plan Test NEW	Plan Set	0.1	1/16/2014 11:28 AM	Dixon, Jeannie - DSPS	51 KB

REPORTING TECHNICAL PROBLEMS

If after reviewing these SharePoint Instructions you are still experiencing technical problems and need further assistance, please e-mail: DSPSElectronicPlanSubmittalTech@wi.gov.

Appendix 1: Register for a username/password on <http://register.wisconsin.gov> .

In order to access the DSPS ePlan Review site, Submitters must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Submitters will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

wisconsin.gov home state agencies subject directory

Wisconsin Department of Administration | News | Search | Home

Main Menu | Help | FAQ

DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

Change Your Password

[Password Management](#) allows you to change your password.

Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009
DET - Bureau of Business Applications Services
Content Contact: [BBAS/BA](#)

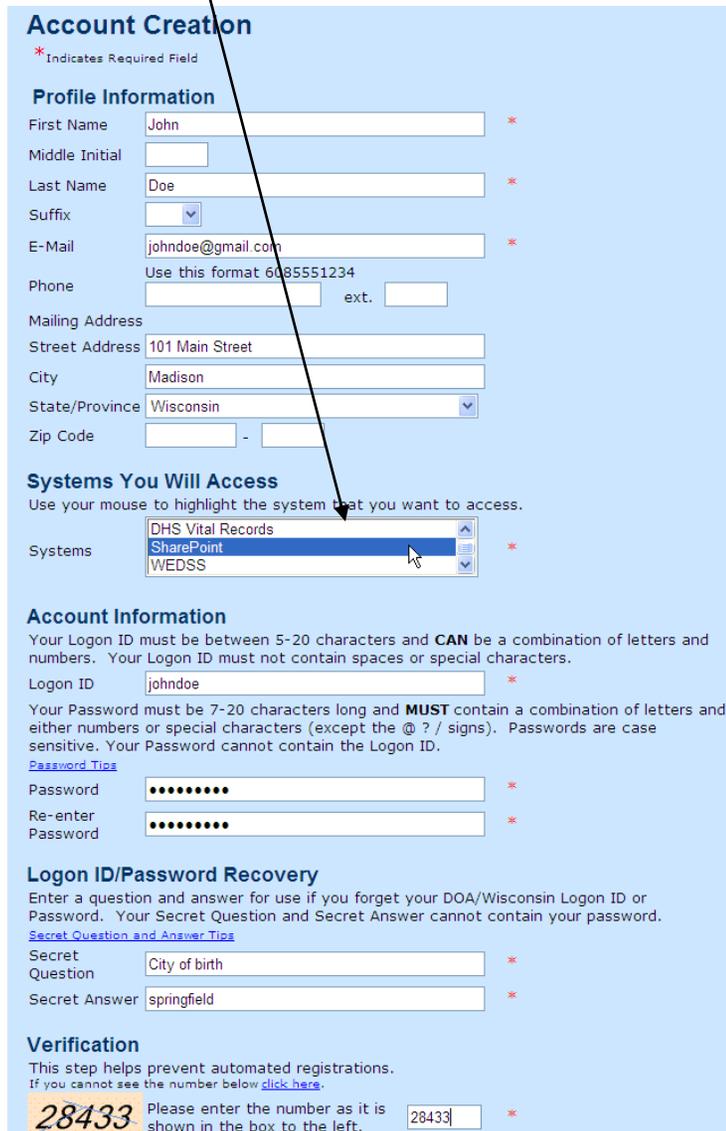
Wisconsin.gov | Search | Legal | DOA Home

Not sure if you already have DOA/State of WI account?

Use the 'Profile Management' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'.



Account Creation
*Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *

Phone Use this format 6085551234
 ext.

Mailing Address
Street Address

City

State/Province

Zip Code -

Systems You Will Access
Use your mouse to highlight the system that you want to access.

Systems *
 *

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID *

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password *

Re-enter Password *

Logon ID/Password Recovery

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question *

Secret Answer *

Verification

This step helps prevent automated registrations.
If you cannot see the number below [click here](#).

Please enter the number as it is shown in the box to the left. *

Once registered, please provide your SharePoint Login ID when submitting plan review requests via the Web Scheduler.

Once you have been granted permission, you should receive an automated 'Welcome to SharePoint' email with a link to the site or you may refer to the site link provided on Page 1 of these instructions.