



## **Correction Procedure**

After logging into Boca ePlans, you will see your project in the list.

Select the hyperlink to open the project and then select the Task List button

A screen will open with your task list items listed.

Click on the name of the item and the e Form will open.

Scroll down to the bottom of the screen and view the comments from the plan review.

Prepare documents for re-submittal – upload into the project

Click the "I have submitted the corrected documents" button at the bottom of the screen and then click Correction complete

Then click "I have uploaded corrected drawings and or documents" Then click Correction Complete

**Remember to complete your task or we will not be notified that you have uploaded plans or documents.**