

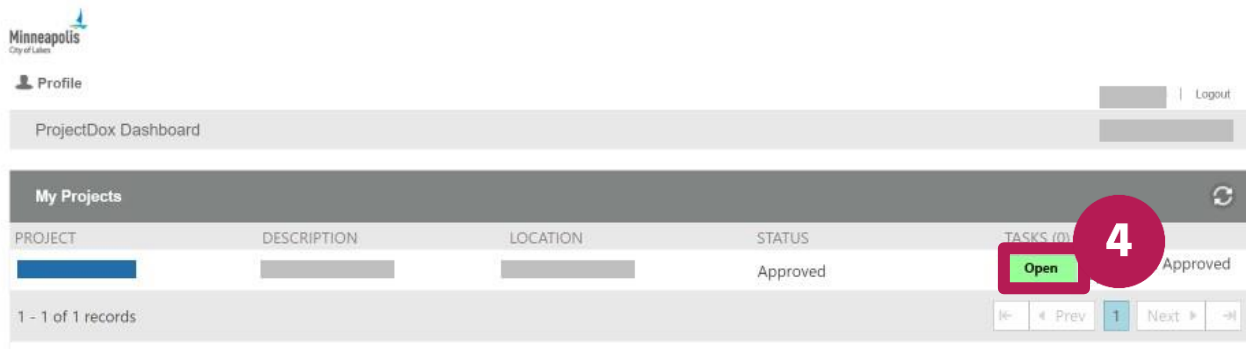
ProjectDox (Applicant) – Download Approved Plans

After your project has been approved, you'll get an email and you'll be able to download your approved plans.

1. Go to ProjectDox.
2. Enter your email and password.
 - a. If you forgot your password, select the **Forgot password?** link.
3. Select **Login**.



4. On the ProjectDox Dashboard, find the project that you would like to download the approved plans for. The status will say **Approved**. Select **Open**.

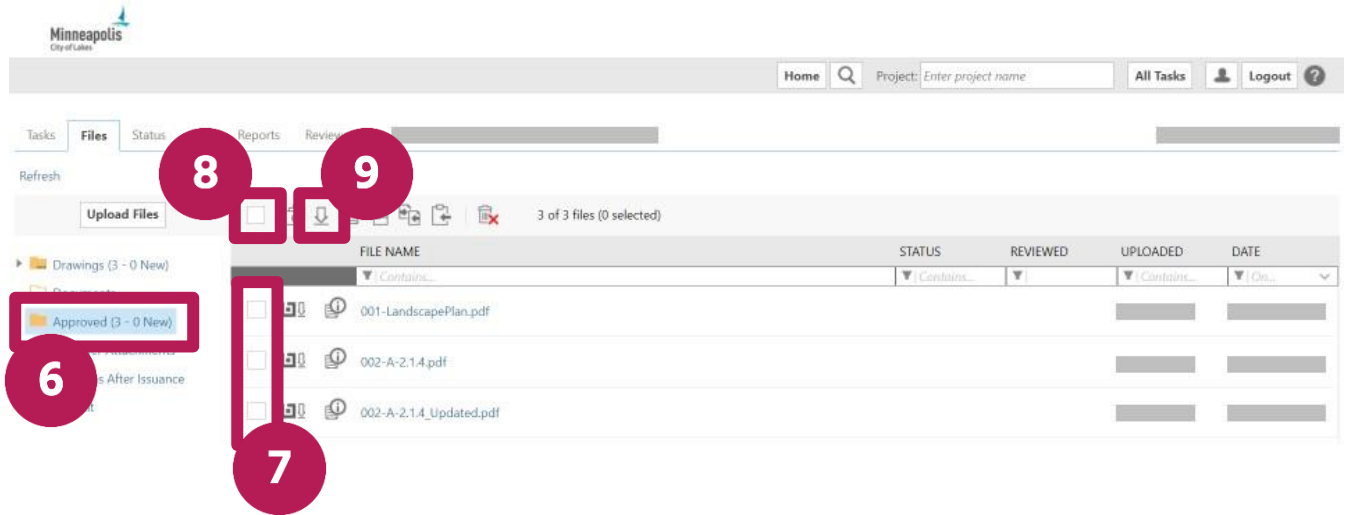


5. In the window that opens, select **Access Project Files**.



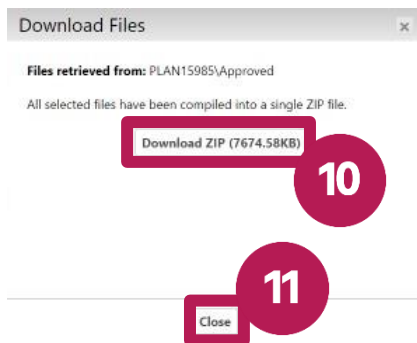
6. Select the **Approved** folder in the left menu.
7. Select the boxes next to the files that you would like to download.
8. To download all the files, select the checkbox in the top bar.

9. Select the download button. This button looks like a down arrow.



10. If you are downloading more than one file at a time, you may get a message stating that a ZIP file will be created. Select **Download ZIP**.

11. Close the window.



12. Go to the location on your device where downloaded files go. For most people, this will be the **Downloads** folder on your device.

