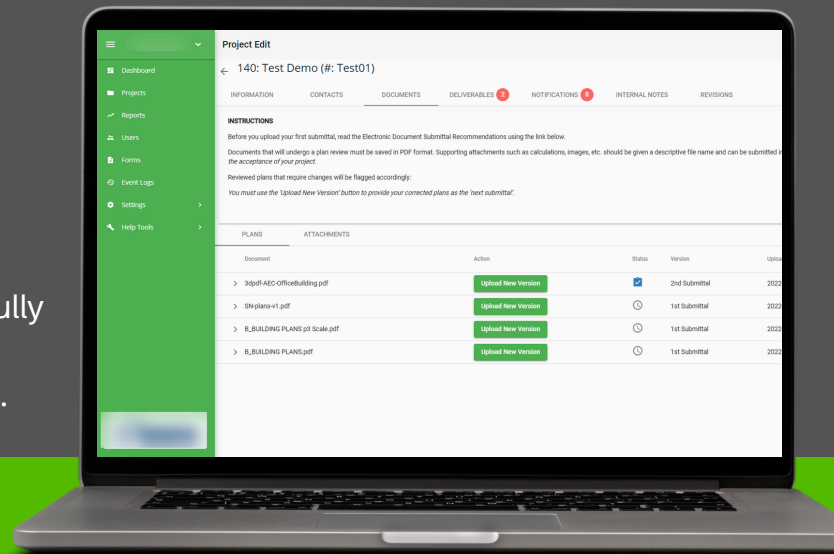




## Public Access At Any Time

e-PlanSoft's goPost™ Citizen Self-Service Portal is a fully web-based application that is tightly integrated into e-PlanREVIEW® and can support various 'user roles'.



**For Applicants**



**For Intake Staff**



**For Administrators**

**goPost™** Citizen Self-Service portal allows applicants to apply for permits, upload and submit plans for review, manage document versioning, access reviewer comment reports, and download reviewed and approved plans. There is no cost to the applicants to create a goPost login account. Agencies have the flexibility to either grant customers full access to goPost online 24 hours a day, 7 days a week or restrict submittals to a desired schedule. There is no cost to the applicants to create a goPost login account.



## SUBMIT YOUR PLANS FROM ANYWHERE

- ✓ Agencies have the flexibility to define their submittal guidelines. These guidelines are readily available for the applicants directly in goPost
- ✓ Through goPost, our PDF Scout application scans all plans to ensure the PDF is functional
- ✓ Applicants may create and manage many (unlimited) permit application projects
- ✓ Applicants receive automated email notifications when their project application's status changes
- ✓ Agencies have the flexibility to ensure a submittal is complete before accepting them for plan review. Additionally, within goPost™, they can track and notify the applicant of any deficiencies that may exist.
- ✓ Reduces the plan review processing times by eliminating the need for trips to submit plans in person



## The Practical Solution to Improve Efficiency and Compliance

Work Without Limits in Real-Time



### Steps for the goPost 'Applicants'



#### STEP 1

##### Create an Account

Create a free goPost applicant account



#### STEP 2

##### Complete Project Information

Once in the portal, fill out the goPost 'Project Form' with your project details



#### STEP 3

##### Upload Plan Sets

Upload your plan sets in PDF format as well as supporting attachments (any file format). Our PDF Scout™ Inspector checks incoming plan sets to identify non-compliant PDFs



#### STEP 4

##### Submit Plans

Seamlessly submit the project to the agency

### Steps for the goPost 'Intake Staff'



#### STEP 1

##### Oversee Projects

Oversee projects submitted by 'Applicants'



#### STEP 2

##### Perform Project Check

Perform intake completeness check to ensure the necessary project information and documents are complete. Place projects on hold until required information/documents have been provided by the Applicant



#### STEP 3

##### Manage Workflow

Manage and communicate each project's workflow (accepted, on hold, denied, pending) all from your browser



#### STEP 4

##### Submit and Approve Plans

Staff 'Accept' project applications once complete and push documents to e-PlanREVIEW for plan review