How to invite other users to access a project in ePlan:

*Make sure the user you want to invite has an ePlan account and you know the email address that was used by the user to register for an account.
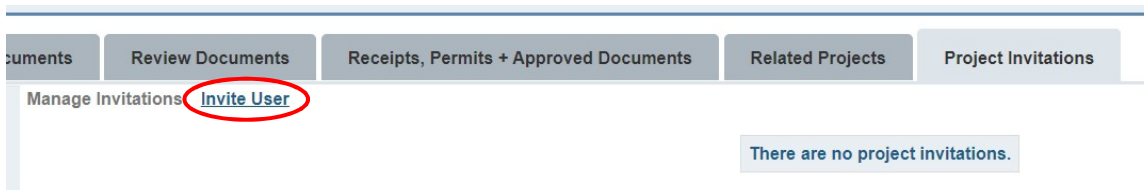
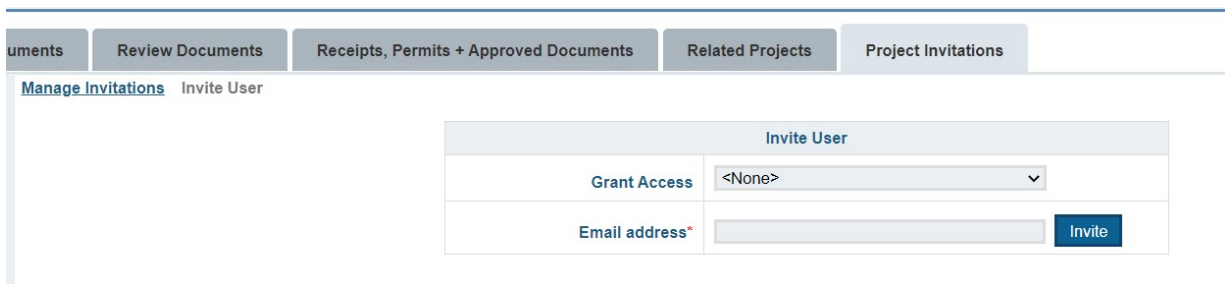1) Log in to ePlan and click **Open** on the project that you want others to access:
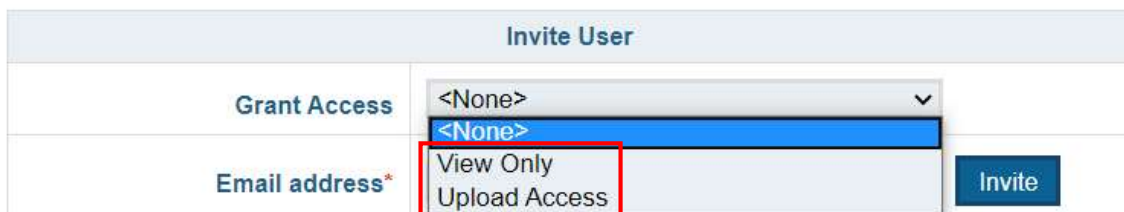

2) Click on the tab called "**Project Invitations**":

3) In this tab, click on the link "**Invite User**"

4) It will bring up the page below:

5) Choose the access you want to give to the user:

6) Once you have selected the access rights you want to grant to the user you will be inviting to the project, enter the email address they used to register for an account in ePlan then click on **Invite**:

7) You will get a message that the user was sent the project invitation:

8) The invitation will be sent to the email address provided and user will be notified that they received a project invitation. Subject of the email will be as below:

New invitation to Electronic Plan Review web site.

9) When the invited user logs in to his/her ePlan account, user will see the notification below and will just need to click on the green checkmark to accept the invitation:

10) User will see a confirmation that the invitation has been accepted and will now have access to the project in ePlan: