



Upload Submit and Pay

TIP: → Within the software, follow the ‘Learn How’ link for a detailed video tutorial.

After [creating a Permit Application](#), the applicant receives an email notification with the task; ‘**Upload Submit and Pay**’.

Follow the steps to complete the task by paying applicable review fees and uploading required files.

Step 1: Log in to ProjectDox to begin the task. Click on the ‘Project Access’ link in the email from ‘FriscoPlansAndPermits’. The email content lists the assigned Permit Number and task.

Please [Login to ProjectDox](#) to begin your task.

Permit No/Project Name:	B20-00191
Project Description:	CALT Kitchen remodel for XYZ
Project Address:	8201 Rincon St
Task:	Upload Submit and Pay Task
Project Access	Login to ProjectDox

Step 2: In the Tasks Tab, click 'Upload Submit and Pay Task'.

Tasks Files Status Info Reports **F21-00376:** FENCE Fence replaced along alley. 60'

Refresh Save Settings

ACTION	TASK	PROJECT	GROUP
	▼ Contains...	▼ Contains...	▼ Contains...
<input type="button" value="Accept"/>	Upload Submit and Pay Task	F21-00376	Applicant



Step 3: Applicants now can [upload documents](#) and pay fees from the eForm. Once payment method is selected, upload required documents and drawings. In the task, look for the “**LEARN HOW**” link for a detailed video tutorial on uploading documents.

There are two options to submit documents and drawings on the eForm.

- Save For Later: Will save your work and allow additional files to be uploaded without notifying the City.
- Submit - This will complete the task and prevent additional files to be uploaded. Check the box indicating that the corrected plans and/or documents are uploaded.

Note: The submittal process **stops** if the task is not completed.

Note: Payment is due at the end of the process if Fee Amount is more than \$0.00

An auto processing fee of 2% for Credit Card will be added. If you wish to pay by check, deliver or mail Services 6101 Frisco Square Blvd 3rd floor, Frisco, TX 75034. Once the payment is posted, you must Fee Amount. To exit this window, click "Save For Later".

Fee Amount: \$20.00

Payment Method:

File Upload for: F21-00376

Select your files to upload to this folder: [Learn how](#)

▶ Drawings (1 - 1 New)

STEP 2 of 3: Select the checkbox at the bottom

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

STEP 3 of 3: Click 'Submit' to submit your files.



Step 4: Enter the Company Name and note the amount due. Payment information will be entered on the following secure page.

Billing Information

Amount Due \$20.40

Company Name

First Name *

Last Name *

Address 1 *

City *

Province/State *

Postal Code/Zip Code *

Country *

Note: Payment information will be entered on the following secure page.

Step 5: Enter billing information on the secure page.

Order Summary

PO Number RES-1030 Total \$ 20.40

Credit Card **Bank Account** (USA Only)

Card Number * Exp. Date * Card Code

Billing Address

First Name Last Name

Billing Country Zip

Street Address City

State Phone Number

An email will notify the applicant that the task is complete. A separate email provides a receipt of payment.

The application is now in Prescreen Review where the Permit Technician determines if it can advance to Department Review or needs [Prescreen Corrections](#).