

**Electronic Plan Submittal**  
**Division of Industry Services**  
**SharePoint Instructions for Plan Submitters**

As of October 1, 2012, The Division of Industry Services (Formerly Safety & Buildings) will begin accepting plans electronically.

Submitters must register for a State of WI/DOA account to access the Division of Industry Services ePlan Review Site. Once registered, Submitters will be added to one or more Transaction ID folders within ePlan Review site, as appropriate. **Please note that registration for a State of WI/DOA is a one-time requirement – for instructions to register, please refer Appendix 1 of this document.**

Below are the steps for uploading documents to the Division of Industry Services ePlan Review Site.

**Step 1: Login to site using the link provided in your ‘Welcome to SharePoint’ email or using the following link <https://webapps.wi.gov/sites/dsps/planreview/default.aspx> . When prompted, enter your State of WI/DOA username/password (see Appendix 1 if you don’t have an account). Microsoft Internet Explorer is the preferred browser.**

**Please note that you must preface your username with ‘wiext\’ per the screen capture below:**



**Are you are getting ‘Access Denied’?**

**See the tips on next page and if problem persists, email**

**[DspsSbPlanSchedule@wi.gov](mailto:DspsSbPlanSchedule@wi.gov)**

## Are you getting 'Access Denied'?

### Please make sure that:

- You are using Internet Explorer
- You are entering 'wiext\' in front of your username

### Check setting to avoid page caching:

- Check the setting in Internet Explorer under 'Tools, 'Internet Options', 'Browser History'/'Settings', and make sure 'Check for Newer Versions of Pages' is set to 'Every Visit to Page'
- Delete all Temporary Internet Files and History

### Add SharePoint to your trusted site list:

- Click the Tools button, and then click Internet Options.
- Click the Security tab, and then click a security zone (Local intranet, Trusted sites, or Restricted sites)
- Click Sites.
- If you clicked Local intranet in the previous step, click Advanced.
- The website should be shown in the Add this website to the zone field. Click Add and add <http://wisapps.wi.gov> to the trusted site and save.  
If the site is not a secure site (HTTPS), clear the Require server verification (https:) for all sites in this zone check box.
- Click Close, and then click OK (or click OK twice if you clicked Local intranet in step 4).

Also, please confirm you are using the correct password by attempting to log in under 'Profile Management' on the DOA/State of WI account management page:

<https://register.wisconsin.gov>

## Step 2: From the main page, click on the appropriate Facility Name, based on the Transaction ID, to upload your documents

WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES  
DPS

Division of Industry Services ePlan Review Site

Division of Industry Services ePlan Review Site

**Libraries**  
Plan Review Documents  
SharePoint Instructions  
Site Pages

**Links**  
Plan Review Online Scheduler  
Building Plan Review Brochure

**Discussions**  
Team Discussion

Recycle Bin  
All Site Content

**Announcements**  
**Welcome to the S&B Plan Review Site**  
by Vingelen, John - DOA  
Welcome to the DSPS ePlan Review SharePoint site. To get started, please select the Site/Project from the list below

[Add new announcement](#)

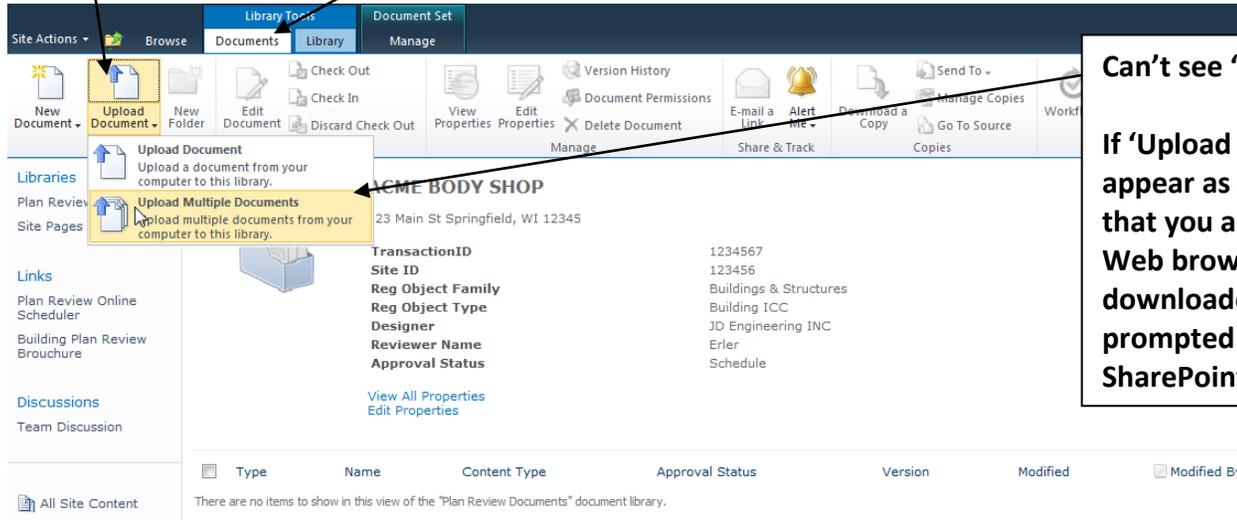
Plan Review Documents - Select Site from List Below

<input type="checkbox"/>	Name	TransactionID	Reviewer Name
<input type="checkbox"/>	ACME BODY SHOP - TEST	1234567	Erler

[Add document](#)

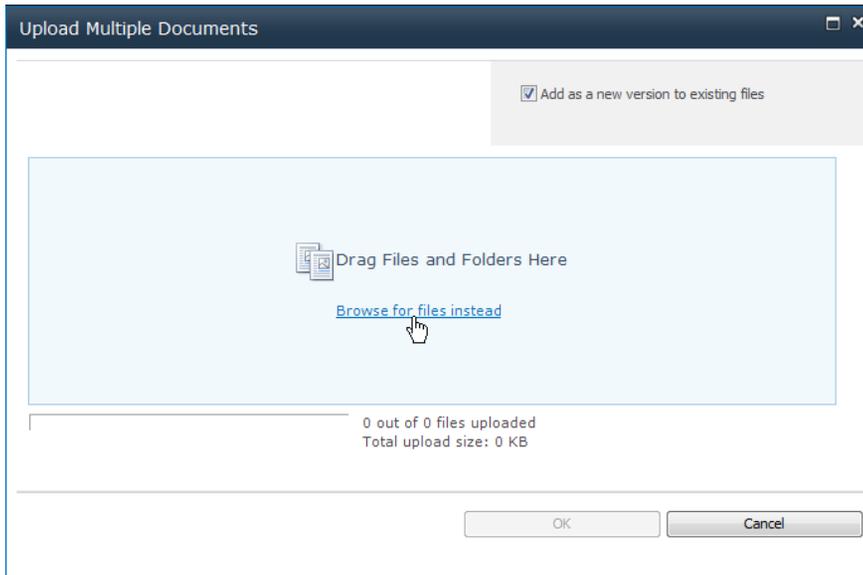
### Step 3: Uploading Files: Multiple Files

To upload multiple files, click on the 'Documents' tab under 'Library Tools'. From the 'Documents' ribbon, click the 'Upload', 'Upload Multiple Documents' option.



**Can't see 'Upload Multiple Documents'?**

**If 'Upload Multiple Documents' does not appear as a menu option, please confirm that you are using Internet Explorer as your Web browser and that you have downloaded any ActiveX controls as prompted via a 'yellow banner' on the DSF SharePoint site.**



**The 'Upload Multiple Documents' command will enable you to view and locate one or more files on your local PC/network.**

**You may drag and drop files or use the 'Browse for Files..' link to upload documents from your local PC/network.**

**If you experience problems uploading large numbers of files at once, please break up the upload procedure into groups of 10-12 files at a time.**

## Specific notes regarding Plan Review files to upload

- For file format, please use Adobe Acrobat .pdf
- For drawing sheets, please create a separate .pdf file for each individual drawing sheet. The **individual drawing files should be combined as a single compressed .zip file prior to uploading to the SharePoint site.** To create the .zip file, please use the utility included in your computer's operating system. For those using Windows 7, the following link provides an overview on creating a .zip file <http://windows.microsoft.com/en-US/windows7/Compress-and-uncompress-files-zip-files>
- For a file naming convention, please use the transaction id, followed by an underscore, followed by the file type. See the example filenames below:

Division of Industry Services ePlan Review Site

Libraries  
Plan Review Documents  
SharePoint Instructions  
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Links  
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Building Plan Review Brochure

Discussions  
Team Discussion

Recycle Bin  
All Site Content

### ORGANIC VALLEY DISTRIBUTION CENTER

Fire Alarm plans

<b>TransactionID</b>	2146739
<b>Site ID</b>	715386
<b>Reg Object Family</b>	Buildings & Structures
<b>Reg Object Type</b>	Fire Alarm
<b>Designer</b>	BAN KOE SYSTEMS INC
<b>Reviewer Name</b>	Hasburgh
<b>Approval Status</b>	Approve

[View All Properties](#)  
[Edit Properties](#)

Type	Name	Content Type
	<a href="#">2146739_Fire Alarm Schedule Letter</a>	Review Appointment Confirmation
	<a href="#">2146739_Fire Alarm Calculations and Data Sheets</a>	Calculation Worksheet
	<a href="#">2146739_Review Appointment Confirmation Signed</a>	Application for Review
	<a href="#">2146739_Fire Alarm Plans</a>	Plan Set
	<a href="#">2146739_Conditional Approval</a>	Review Letter

#### **Step 4 (if applicable): Revising previously uploaded Plan Review Files**

If you are asked to revise any of the previously uploaded documents, refer to Step 3 above. Please note that a revised document should use the same filename as the original document to utilize version control within SharePoint.

Please email [DspsSbPlanSchedule@wi.gov](mailto:DspsSbPlanSchedule@wi.gov) with any questions/comments regarding this procedure.

## Appendix 1: Register for a username/password on <http://register.wisconsin.gov> .

In order to access the DSPS ePlan Review site, Submitters must obtain a State of WI/DOA username/password from this site <http://register.wisconsin.gov> . Once registered, Submitters will be provided a DOA credential under the Wisconsin External (wiext) domain. This account is intended to provide users with access to multiple State of Wisconsin web applications, including the DSPS SharePoint site.

To Begin, use the 'Self Registration' link

DOA/Wisconsin Logon Management System - Windows Internet Explorer provided by State of Wisconsin

http://register.wisconsin.gov/AccountManagement/

gates auto body

File Edit View Favorites Tools Help

DOA/Wisconsin Logon Management System

wisconsin.gov home state agencies subject directory

Wisconsin Department of Administration

News Search Home

Main Menu Help FAQ

### DOA/Wisconsin Logon Management System

The DOA/Wisconsin Logon Management System allows authorized individuals to access many DOA Internet applications using a single ID and password. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide your DOA/Wisconsin Logon and password. Your DOA/Wisconsin Logon and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

#### User Acceptance Agreement

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations or prison records.

#### Sign Up for your DOA/Wisconsin Logon

[Self Registration](#) (Request a DOA/Wisconsin Logon and Password.)

Self Registration allows you to create **your personal** DOA/Wisconsin Logon. This is your key to doing secure business with DOA over the Internet.

#### Change / Update Your Information

[Profile Management](#) allows you to change your account information, e-mail address and other information.

#### Change Your Password

[Password Management](#) allows you to change your password.

#### Forgot Your Logon ID or Password?

[Logon ID/Password Recovery](#) allows you to recover a forgotten DOA/Wisconsin Logon and/or Password.

Updated February 6, 2009  
DET - Bureau of Business Applications Services  
Content Contact: [BBAS/BA](#)

Wisconsin.gov | Search | Legal | DOA Home

**Customer ID Menu**

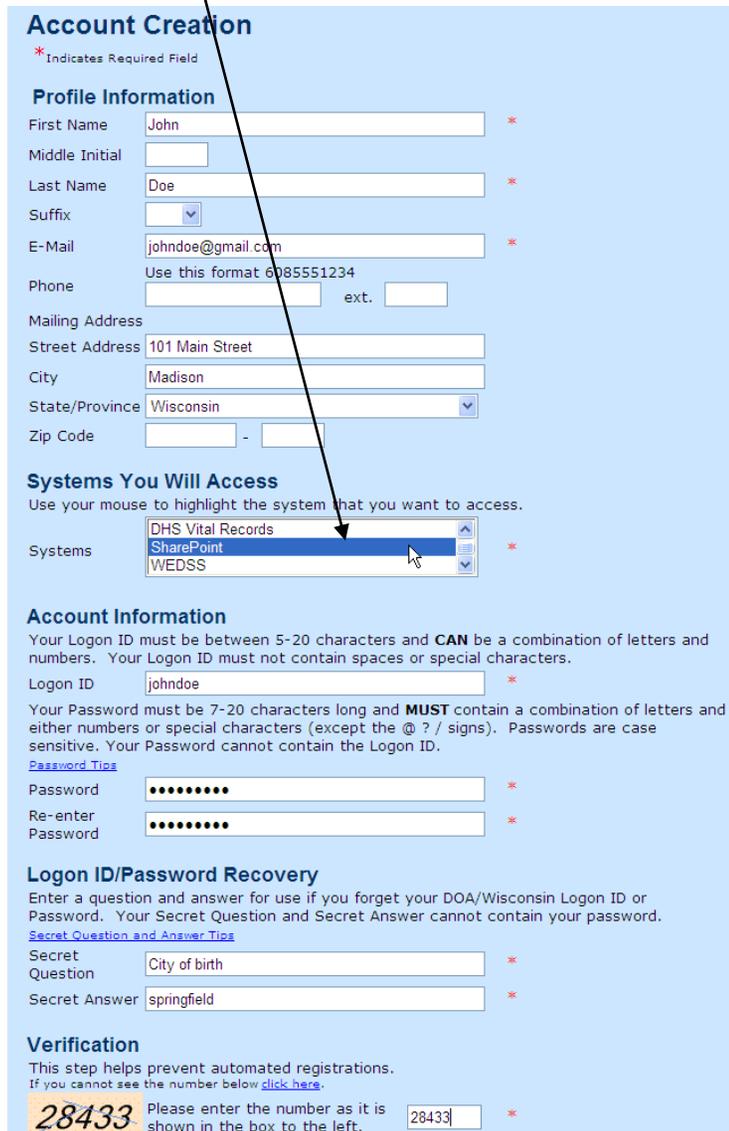
- Self Registration
- Profile Management
- Password Management
- Forgot your account information?
- User Acceptance Agreement

**Not sure if you already have DOA/State of WI account?**

Use the 'Profile Management' link to check

After accepting the user agreement, complete the 'Account Creation' form.

Indicate 'SharePoint' under the section entitled, 'Systems You Will Access'



**Account Creation**  
\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix

E-Mail  \*

Phone  ext.

Mailing Address

Street Address

City

State/Province

Zip Code  -

**Systems You Will Access**  
Use your mouse to highlight the system that you want to access.

Systems    \*

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

[Password Tips](#)

Password  \*

Re-enter Password  \*

**Logon ID/Password Recovery**

Enter a question and answer for use if you forget your DOA/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

[Secret Question and Answer Tips](#)

Secret Question  \*

Secret Answer  \*

**Verification**

This step helps prevent automated registrations.  
If you cannot see the number below [click here](#).

**28433** Please enter the number as it is shown in the box to the left.  \*

Once registered, please provide your SharePoint Login ID when submitting plan review requests via the Web Scheduler.

Once you have been granted permission, you should receive an automated 'Welcome to SharePoint' email with a link to the site or you may refer to the site link provided on Page 1 of these instructions.