

Sheet Verification

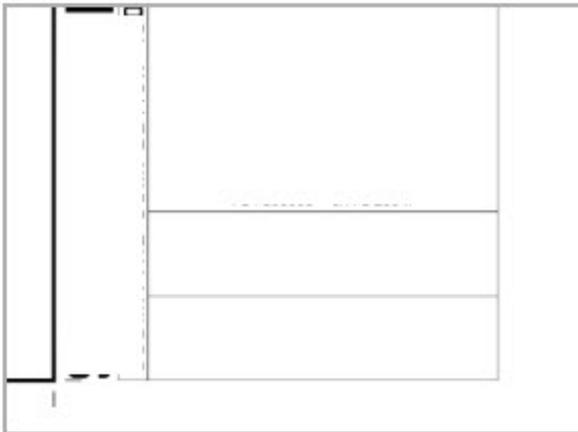
1. Click on “Continue” to start the Sheet Verification step.

NOTE: If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Verification page.

2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing directly in the sheet number box. Once complete, click on “Continue”.

NOTE: All sheet names must be unique.

SHEET NAME HERE



Page 1 from TEST2Plans.pdf

TIP: Include a Table of Contents in your file. Whenever possible, it is important to include a table of contents when exporting/publishing to the PDF (ex. Include “Create bookmarks” setting in AutoCAD or Revit). Include sheet titles within the table of contents when possible. Including a Table of Contents ensures the system will correctly identify all of the sheet names.

Sheets

<p>S000 I</p> <p>Page 1 from TEST2Plans.pdf</p>	<p>S100</p> <p>Page 2 from TEST2Plans.pdf</p>	<p>S101</p> <p>Page 3 from TEST2Plans.pdf</p>
<p>S200</p> <p>Page 4 from TEST2Plans.pdf</p>	<p>S201</p> <p>Page 5 from TEST2Plans.pdf</p>	

[Continue](#) [Save and resume later](#)

3. Click Finish to complete the file upload.

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents. Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish 

General **Edit**

Plan/Document Submittal # 1

TEST

Files **Edit**

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
TEST2Plans.Pdf		Building Plans	Processed		2/7/2019	

Finish 

4. You will receive confirmation the review package has been received in ACA and will also receive an email confirmation. **TIP:** If you do not receive the email confirmation, please check your SPAM folder or contact your email provider and ask them to add accelanoreply@tampagov.net to their whitelist.

Message Bar

Success.
Your review package has been received.