BROWARD COUNTY
FLORIDA

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WWS UTILITY CONNECTION PERMIT
ePERMITS USERS GUIDE

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Water and Wastewater Services (WWS) offers two methods of obtaining a Utility Connection Permit (UCP): paper-based and ePermits. The paper-based method uses traditional paper delivery methods such as US mail or courier to exchange documents to and from WWS. ePermits uses the internet to exchange documents in the form of Adobe PDF files. A potential permittee is welcome to use either method, but WWS does not allow the use of both methods on one project. Applicants can change from paper based to ePermits or visa-versa during the project. However, doing so will require starting the permit process over from scratch, including repayment of plan review fees.

Our ePermits goal is to electronically exchange documents to the maximum extent possible; however, some documents continue to be paper based, at least for now. See **Attachment A** for more information.

It is not important to WWS who the document submitter is. The submitter can be the ultimate permit holder or a person working for the ultimate permit holder. Most of the time WWS deals with the project's water/wastewater engineer of record. The remainder of this write up will refer to "the Developer" which includes the ultimate permit holder and all persons and organizations working for the ultimate permit holder to complete the WWS permitting process.

A high level overview of the ePermits process is:

Developer requests starting the ePermits process for a new project via conventional e-mail.

WWS responds by conventional e-mail with instructions on how to send and receive documents for that project.

Developer sends documents to WWS either by conventional e-mail or by using the WWS Exchange Area. See below for more information on the Exchange Area.

WWS reviews documents and marks them as approved or not approved.

WWS sends reviewed documents to the Developer using the Exchange Area.

WWS will continue to accept and use conventional e-mails as a means of communication. WWS will accept documents sent to WWS via conventional e-mail for those documents whose file size can be handled by the e-mail system. A conventional e-mail is the submitter's "letter of transmittal" for the attached documents and no separate letter of transmittal is required or wanted.

WWS has created an internet "Exchange Area" for the mutual sharing of documents between the Developer and WWS. The Developer can use the Exchange Area to transmit any document to WWS and must use the Exchange Area for documents whose file size is too large for the conventional e-mail system. The Developer will find the Exchange Area software more cumbersome to use than conventional e-mails. WWS hopes to improve the Exchange Area in the future through the use of "cloud" technology. However, until then, the current Exchange Area software does have limitations. One limitation is that all Developer users must be registered with AccessBroward (see **Attachment B**). Another limitation is that while multiple Developer users can view document posted by WWS to the Exchange Area, only one Developer user can post documents to the Exchange Area. This person is referred to herein as the "Developer Large Document Submitter". This is not as significant a limitation as it may first seem since WWS usually deals primarily with the Engineer of Record for most developer projects and it is the design and record drawings that might be too large for transmittal via conventional e-mail. Any one on the Developer's team can send documents via conventional e-mail as long as the documents are not too large for the e-mail systems to handle.

WWS will only send documents to the Developer via the Exchange Area. WWS will not send documents via conventional e-mail. Each time WWS receives a document, it will be reviewed; determined to be approved or not approved; and posted to the Exchange Area. This procedure will allow multiple Developer team members direct access to the documents and the status of each document. The only requirement is that WWS staff must grant Developer team members permission to access the Exchange Area (see Part 4 for more information).

Reference is made herein to the WWS ePermits Generic Mailbox. This is a WWS internal e-mail box that is not assigned to a specific person. Certain WWS staff can access the mailbox only for the purpose of downloading e-mails posted to the mailbox. This mailbox is locked down so that only e-mails generated by the WWS ePermits website software are posted to this mailbox. This mailbox is not accessible to non WWS staff.

Each time a document is correctly sent by the Developer to the Exchange Area, the software generates an e-mail to the document submitter with a copy to the WWS ePermits Generic Mailbox. This e-mail is the submitter's "letter of transmittal" for the document and no separate letter of transmittal is required or wanted. This e-mail is how WWS knows someone has posted a document in the Exchange Area. At the submitter's option, a copy of the e-mail can be sent to a submitter supplied secondary e-mail address or addresses. The Developer is cautioned that e-mails from the WWS ePermits Generic Mailbox may be considered "SPAM" by the Developer's e-mail system and it is the responsibility of the Developer to accommodate this.

When WWS receives the e-mail notifying us that the Developer has submitted a document, staff will remove the document from the Exchange Area and process it as necessary.

WWS staff will use the Exchange Area to make documents available to the Developer. Each time WWS sends a document to the exchange area the software will generate an e-mail to the intended recipient so he/she knows they have a document to retrieve from the Exchange Area. This e-mail is WWS' "letter of transmittal" for the document and no separate letter of transmittal will be sent. The Developer can copy (but not delete) WWS posted documents from the Exchange Area.

WWS reserves the right to close down the Exchange Area at any time without notice.

The remainder of this Guide discusses these topics in detail:

1. Starting the ePermits process

2. Accessing the WWS ePermits Exchange Area

3. Sending a document to WWS via the ePermits Exchange Area

4. Accessing a document from WWS via the ePermits Exchange Area

This Guide refers to "Project 2000", which is a mythical project used solely for the purpose of illustrating WWS Exchange Area functionality. Unless marked with "functional link" do not use any of the URLs listed in this document as they are purely for illustrative purposes.

1. STARTING THE ePERMITS PROCESS

Each project will have its own ePermits process Exchange Area.

The Developer must send a conventional e-mail to the following address to request starting the ePermits process for a project:

NewWWSePermit@broward.org   (functional link)

The e-mail must contain at least the following information:

project name

description of potable water/ wastewater and/or reclaimed water work

property folio number(s)

e-mail originator's name

e-mail originator's company name

e-mail originator's telephone number

Developer Large Document Submitter's AccessBroward user name*

Developer Large Document Submitter's AccessBroward e-mail address*

*All Exchange Area Developer users must be registered with AccessBroward (see **Attachment B**). Only one Developer team member per project can post documents to the Exchange Area.

WWS staff will monitor this location and respond to a complete request via conventional e-mail (to the e-mail originator's e-mail address) with a project number, contact information for the staff assigned to the project, and the URL for accessing the ePermits document exchange area. The project's Exchange Area is first created with access rights for only the Developer Large Document Submitter, who can both send and retrieve documents. However, the project's URL can be shared with others on the Developer's team so they also have access to WWS posted documents on the Exchange Area after WWS grants the required permissions. See Part 4 for more information.

WWS will respond accordingly if the project happens to be outside the WWS jurisdictional area. Incomplete e-mails or e-mails other than those requesting starting the ePermits process for a project will be deleted without response.

2. ACCESSING THE WWS ePERMITS EXCHANGE AREA

Attachment B describes the procedure for accessing the WWS ePermits Exchange Area, either for sending a document to WWS or for retrieving a document from WWS.

3. SENDING A DOCUMENT TO WWS VIA THE ePERMITS EXCHANGE AREA

As stated above only the Developer Large Document Submitter will be given permission to send a document to the WWS Exchange Area. However, anyone on the Developer's team can send documents via conventional e-mail as long as the documents are not too large for the e-mail systems to handle.

Attachment C describes the procedure for sending a document to WWS via the ePermits Exchange Area. Do not be concerned if the document does not appear on the Exchange Area the next time you sign on. WWS removes documents from the Exchange Area as they are processed.

4. RETRIEVING A DOCUMENT FROM WWS VIA THE ePERMITS EXCHANGE AREA

As stated above only the Developer Large Document Submitter is initially given permission to retrieve a document from the WWS Exchange Area. Additional Developer team members can request document retrieval permission (access to the project's "From WWS" folder) by sending an e-mail to the WWS Land Development Project Coordinator assigned the project. The e-mail must contain the following information:

project name

WWS project number

e-mail originator's name

e-mail originator's company name

e-mail originator's telephone number

e-mail originator's AccessBroward user name*

*All Exchange Area Developer users must be registered with AccessBroward (see **Attachment B**).

WWS will review each document sent to them via conventional e-mail or the Exchange Area and post the results in the "From WWS" portion of the Exchange Area, marking each document with a status of "Approved by WWS" or "Not Approved by WWS". Therefore multiple versions of a document may appear in the "From WWS" portion of the Exchange Area. **Attachment D** describes the procedure for retrieving a document from WWS via the ePermits Exchange Area and describes the WWS file naming convention used to track multiple versions of a document. WWS will not return documents via conventional e-mail.

"Not Approved by WWS" documents will contain one or more comments. It is recommended that you follow the steps in **Attachment E** to obtain a list of all the comments to help with your response.

ATTACHMENTS

A Documents

B Accessing the WWS ePermits Exchange Area

C Sending a Document to WWS via The ePermits Exchange Area

D Accessing a Document from WWS via The ePermits Exchange Area

E Comments Summary

ATTACHMENT A

DOCUMENTS

For WWS ePermits purposes, a document is any letter, form, application, engineering set of plans, etc. that is necessary for the UCP. Here are the rules for electronically submitting a document:

1. Documents must be Adobe Portable Document Format (PDF) version 8 at a minimum and preferably version 10 (due to limitations of its electronic document management system WWS will not accept better than version 10 Adobe files). WWS will not accept any other type of electronic file format (word processing files, CAD files, spreadsheets, scans, etc.). PDF files of scanned documents are acceptable. PDF files must not be locked, encrypted or password protected as WWS will be reviewing these documents and if necessary, adding comments to the file for subsequent resolution. WWS does not require any particular file naming convention or bookmarking pages of the file.
2. A separate PDF file is required for each document; so for example a permit application that requires two supporting letters will be transmitted to WWS as three documents. Separate documents are necessary to allow WWS to review each document and return only those documents that have comments. Other examples are:

   A. A letter is one document. A letter with attachments is one document.
   B. A set of engineering drawings (regardless of the number of pages) is one document.
   C. A bill of sale, release of lien, and warranty bond are each a document.
   D. An easement which includes both the easement narrative and the surveyor's sketch is one document.
3. PDF files must be high quality representations of the document. Any files that do not meet this requirement, in the opinion of WWS, will not be considered.
4. All pages in a PDF file must be oriented so the top of the page is at the top of the monitor. Engineering design and record drawings will be in landscape orientation.
5. Scans that are subsequently converted into PDF files must be grayscale or preferably color with a minimum scan resolution of 300 dots per inch.
6. Engineering design and record drawings will be converted to PDF format in such a manner as to preserve the scale of the drawings.
7. Forms that require signature authentication by a notary public must be per Florida Statues 117.021; or be notarized using the paper based method, then converted to an acceptable PDF file.
8. Adobe portfolio PDF files are not acceptable.

All documents electronically received by WWS will first be screened for compliance with the rules before any subject matter review is started, and unacceptable documents will be returned using the ePermits process without subject matter review.

Most documents submitted require WWS review. Any WWS review questions or comments will be returned to the submitter via the ePermits process by incorporating the questions or comments into the PDF file of the document reviewed.

All documents sent from WWS will be Adobe PDF version 10. This means that you may need the Adobe 10 or better free reader.

Engineering design plans and record drawings will be reviewed by WWS and determined to be "Approved" or "Not Approved". WWS will not mark ePermits design plans "Approved as Noted". Occasionally a design requires modification after it has been approved by WWS. When this occurs the Engineer of Record must submit a complete plan set for re-approval with all changes made after the WWS approval clearly indicated in the revisions blocks.

WWS has converted its forms to fillable, savable, digitally sign-able PDF files. You can fill out the form, save it on your computer as often as necessary until it is complete.

Below is a listing of UCP standard documents and the document's acceptable method of signature. When the acceptable method of signature is a "scanned original converted to Adobe PDF", scanning must be at least 300 dots per inch (dpi).

DOCUMENT	ACCEPTABLE METHOD OF SIGNATURE
PART ONE- PLAN APPROVAL	
Part One Application Form	Digital signature or scan of signed original converted to Adobe PDF
Engineering design plans	See Note 1 below
Check for plan review fee	See Note 2 below
A letter from engineer or architect of record stating the estimated cost of the project	Digital signature or scan of signed original converted to Adobe PDF
A letter from the fire marshal indicating hydrant location is acceptable or that hydrants are not required	Digital signature or scan of signed original converted to Adobe PDF; e-mail from Fire Marshall also accepted
A letter from the fire marshal indicating the fire protection level of service requirement for the project site	Digital signature or scan of signed original converted to Adobe PDF; e-mail from Fire Marshall also accepted
In lieu of a letter from the fire marshal, a letter from a Florida licensed fire protection specialist containing the same information as the fire marshal's letter	Digital signature or scan of signed original converted to Adobe PDF
In lieu of a letter from the Florida licensed fire protection specialist, a letter from the engineer (architect) of record requesting WWS to use its generic fire protection level of service standards for this project	Digital signature or scan of signed original converted to Adobe PDF
Statement of Charges (plan review) Form – Issued by WWS	See Note 2 below
Statement of Charges (inspection and capital recovery) Form – Issued by WWS	See Note 2 below
PART TWO – REQUEST FOR PERMIT	
Part Two Application Form	Applicant and Notary digital signature or scan of signed original converted to Adobe PDF
Check for Inspection Fees and Capital Recovery Charges	See Note 2 below

PART TWO – REQUEST FOR PERMIT – Cont.	
Copy of property deed with sketch and legal description or long term lease agreement **	Scan of signed original converted to Adobe PDF
State of Florida Certification of Standing with list of officers **	Scan of signed original converted to Adobe PDF
PART THREE – THE PERMIT	
The Permit (a form) – Issued by WWS	Digital signature or scan of signed original converted to Adobe PDF
Permit Applications From Other Agencies	None. These documents are only accepted in paper form.
PART FOUR – RELEASE FOR SERVICE	
Part Four Application Form	Digital signature or scan of signed original converted to Adobe PDF
Record Drawings	See Note 3 below
Record Drawing Photographs	See Note 4 below
A letter stating the actual construction costs of the project	Digital signature or scan of signed original converted to Adobe PDF
A Bill of Sale Absolute for all of permittee rights, title and interest to the project (a form) **	Permittee and Notary digital signature or scan of signed original converted to Adobe PDF
An affidavit that all persons, firms, or corporations who furnished labor or materials used directly or indirectly in the prosecution of the work required to be performed by this permit have been paid (a form) **	Permittee and Notary digital signature or scan of signed original converted to Adobe PDF
A Release of Lien from all contractors and suppliers of materials and/or labor who might have acquired interest in the project by the supplying of materials and/or labor **	Lien holder and Notary digital signature or scan of signed original converted to Adobe PDF
A Final Release of Liens releasing all liens which permittee might have on the project (a form) **	Permittee and Notary digital signature or scan of signed original converted to Adobe PDF
Indemnification Agreement **	Property Owner and Notary digital signature or scan of signed original converted to Adobe PDF
Easement **	Property Owner and professional surveyor and Notary digital signature or scan of signed original converted to Adobe PDF
Utility Maintenance License (used when a private entity has leased property from Broward County) **	Property leaseholder and professional surveyor and Notary digital signature or scan of signed original converted to Adobe PDF
Utility Maintenance Zone (used when a Broward County Governmental Unit is the Permittee)	Digital signature or scan of signed original converted to Adobe PDF
An up to date Title Opinion is required to document mortgagee's and lien holder's interest **	Digital signature or scan of signed original converted to Adobe PDF
Permit Applications From Other Agencies	None. These documents are only accepted in paper form.

PART FOUR – RELEASE FOR SERVICE – Cont.	
All manufacturer's warranties which permittee might have received or is due to receive related to lift stations, meters, control valves or as otherwise requested by WWS	Digital signature or scan of signed original converted to Adobe PDF
A one (1) year surety (warranty) bond (a form) **	Digital signatures including notary or paper form.
Letter of Credit in lieu of surety bond **	Digital signatures including notary or paper form.
Release for Service letter - Issued by WWS	Scan of signed original converted to Adobe PDF

** Document not required when the Permittee is a Broward County Government agency.

Per Florida Statutes 668.003,

- *"Digital signature" means a type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer's public key can accurately determine:*

(a) Whether the transformation was created using the private key that corresponds to the signer's public key.

(b) Whether the initial message has been altered since the transformation was made.

A "key pair" is a private key and its corresponding public key in an asymmetric cryptosystem, under which the public key verifies a digital signature the private key creates an "asymmetric cryptosystem" is an algorithm or series of algorithms which provide a secure key pair.

Digital signatures require purchase of a digital ID or certificate from an independent source.

Note 1: Design drawings submitted for review must be digitally signed and sealed. WWS does not accept "signature files" as defined in the state statues. Once the drawings have been reviewed and are acceptable to WWS, WWS will digitally stamp the file approved and transmit the file back to the design professional. No paper copies are required for WWS or will be provided by WWS.

Note 2: WWS does not currently accept electronic payment for these fees and charges. WWS will electronically send a statement of charges. All checks must be accompanied by a paper based letter of transmittal and a paper copy of the WWS statement of charges that specified the amount of the check. Checks should be made out to Broward County Water and Wastewater Services.

Note 3: Record drawings submitted for review electronically must be digitally signed and sealed drawings by the design professional of record and the professional surveyor/ mapper (if prepared by the professional surveyor/mapper). WWS does not accept "signature files" as defined in the state statues. Once the drawings have been reviewed and are acceptable to WWS, WWS will digitally stamp the file approved and transmit the file back to

the design professional. No paper copies are required for WWS or will be provided by WWS.

Note 4: All photographs included in the record drawings will also be provided to WWS in JPEG format on CD or DVD media via US mail or courier. The CD or DVD will be labeled with the WWS project name and number. Individual photo files will be named using the same photograph number contained in the record drawings.

ATTACHMENT B

ACCESSING THE WWS ePERMITS EXCHANGE AREA

Accessing the Exchange Area is a two-step process. The first step is one time registration with AccessBroward. Only one registration with AccessBroward is required even though you may have multiple WWS Utility Connection Permit projects. The second step is becoming a member of the project's group. One person, the Developer's "Large Document Submitter" is given membership status when the project is first initiated. This is the only person that can send documents to WWS via the Exchange Area. However, there is no limit to the number of members that can determine the status of and download WWS reviewed documents.

One-Time Registration with AccessBroward
One-time registration starts with going to the following URL:

Register now with AccessBroward

You will see the AccessBroward page for creating a new account:

Provide all the required information and click the CREATE MY ACCOUNT button. Document your User Name, Email and Password. The will be required each time to access the Exchange Area.
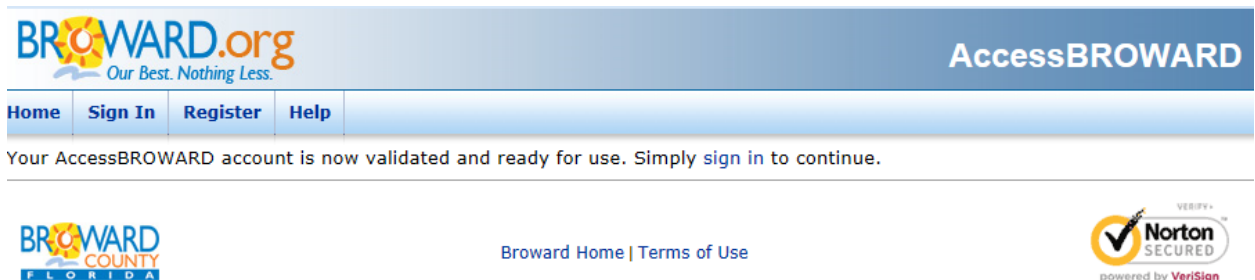
You will then see this page. Follow the instructions to complete the process.

You're almost finished. You have successfully created your account and an email was sent to qtpi1@   .net

Please check your email and click on the link to confirm your AccessBROWARD account. You will be able to sign in after you confirm your new account.
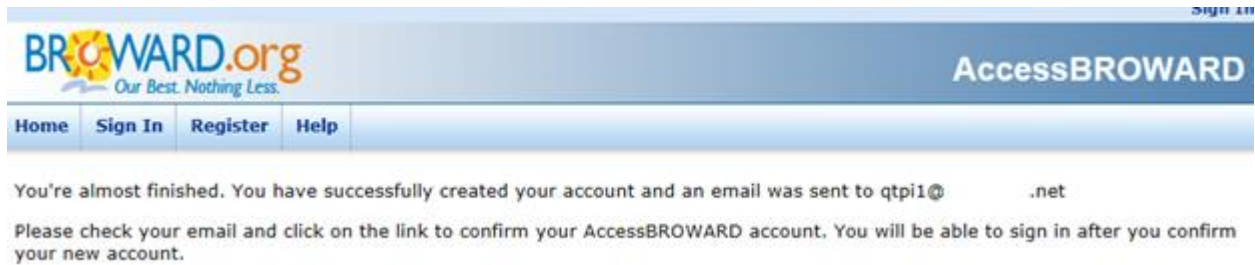
The e-mail referred to above will look similar to

Your new AccessBROWARD account   Hide Details

FROM: no-reply@broward.org +

TO: qtpi1@   .net

Dear

Thank you for creating an AccessBROWARD account!

You recently created an AccessBROWARD account using this email address. Confirming your account with this email address ensures that you can securely retrieve your account information if you forget your password. Simply click on the following link to confirm your account.
https://access.broward.org/validate.aspx?id=▬▬▬▬▬▬▬▬▬▬▬▬&ReturnUrl=https://webapps.broward.org/WWSEPay/AccountInformation.aspx
Please keep your email address information up-to-date. If this information changes, you can always update it by signing into your AccessBROWARD account: Sign In.
Not your account request?
If you did not request this Access BROWARD account, please click this to delete this account.
Regards, Access BROWARD Account Services

Do not reply to this message. This email message has been sent from an unmonitored email address and we are unable to respond to any replies sent to this email address. If you have questions or experience problems, please review the frequently asked questions.

Under Florida law, most e-mail messages to or from Broward County employees or officials are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message to or from the County, inclusive of e-mail addresses contained therein, may be subject to public disclosure.

Clicking on the link will complete the process and you should see this screen:

Your AccessBROWARD account is now validated and ready for use. Simply sign in to continue.

Broward Home | Terms of Use

This is a one-time registration. Do not re-register if you are involved in more than one or subsequent projects.

Member of Your Project's Group

You will be sent an e-mail similar to the one below when you have been included in a project's group. Membership means you can determine the status of and download WWS reviewed documents. The e-mail below is for a mythical project "2000". Do not click on the URLs below; they are for illustrative purposes only). To get to your project's Exchange Area, click on the URL in the e-mail you receive (sample highlighted below) and save it as a "favorite".

Fri, February 15, 2013 10:51:13 AM

Welcome to the SharePoint group: Project 2000 Members for site: Project 2000

From: "alert@broward.org" <alert@broward.org>
          Add to Contacts
To: steve_uhrick@XX.XXX

Welcome to the 'Project 2000 Members' SharePoint group. dagibbs (i:0ǵ.t|adfs20|dagibbs) has added you to the 'Project 2000 Members' group for this SharePoint site.
Group description: Use this group to grant people contribute permissions to the SharePoint site: Project 2000

As a member of this SharePoint group, you can:
* Participate in the SharePoint site at: https://go.broward.org/sites/Water/2000
* View the group home page at:
https://go.broward.org/sites/Water/2000/_layouts/people.aspx?MembershipGroupId=29
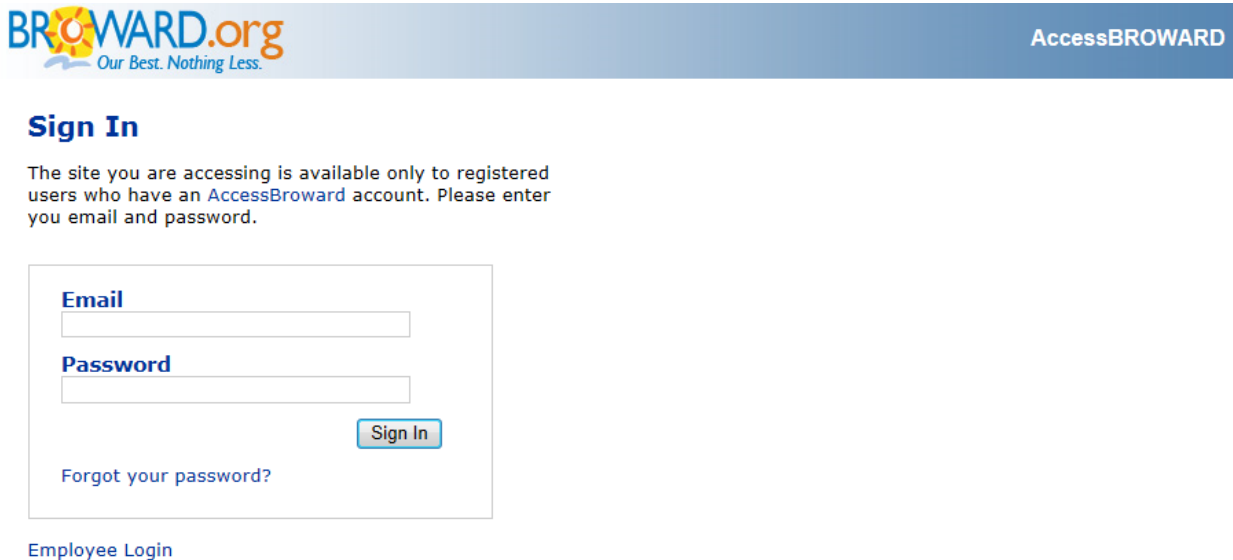
What is a SharePoint site?

A SharePoint site is a Web site that provides a central storage and collaboration space for documents, information, and ideas. A SharePoint site is a tool for collaboration, just like a telephone is a tool for communication, or a meeting is a tool for decision making. A SharePoint site helps groups of people (whether work teams or social groups) share information and work together. For example, a SharePoint site can help you:

* Coordinate projects, calendars, and schedules.
* Discuss ideas and review documents or proposals.
* Share information and keep in touch with other people.

Accessing Your Project Exchange Area

Click on the project URL (https://go.broward.*org*/sites/Water/2000 in the example above). The following screen will appear:

The first time you should save this location as a favorite before signing in.

After signing in you will be at the project's exchange area. See **Attachment C** for information on sending document to WWS via the Exchange Area and **Attachment D** for information on accessing documents from WWS via the Exchange Area.

ATTACHMENT C

SENDING A DOCUMENT TO WWS VIA THE ePERMITS EXCHANGE AREA

Below is an example of what the WWS ePermits Exchange Area looks like before a document is sent to WWS. The Exchange Area has a "To WWS" page and a "From WWS" page. Make sure you are on the "To WWS" page of the Exchange Area by clicking on To WWS in the upper left hand corner of the page.
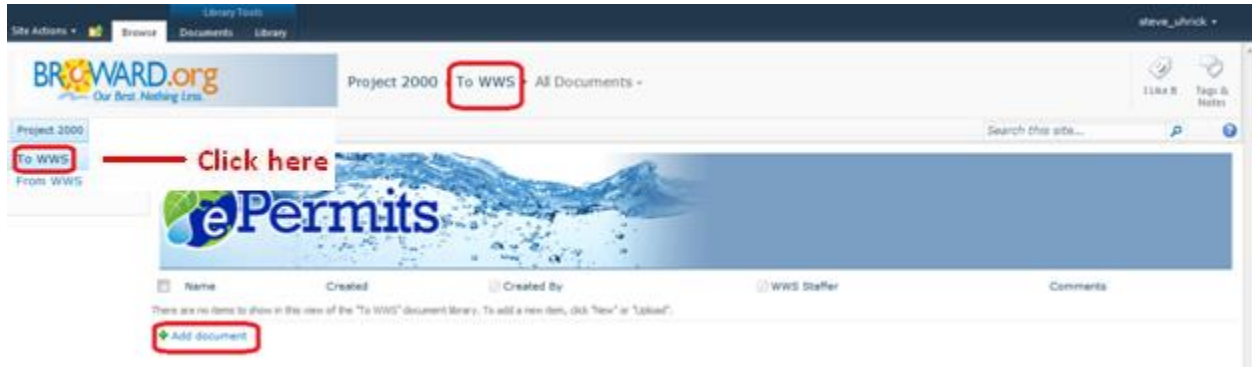
Documents are submitted to WWS <u>one at a time</u> by clicking on ADD DOCUMENT. Clicking ADD DOCUMENT will open the first of two dialogs necessary to complete the submission.

You will notice that the dialog has UPLOAD MULTIPLE FILES functionality. Do not use this functionality as it does not incorporate automatic e-mail notifications. Without the notification, WWS staff will not know when documents have been posted to the project's Exchange Area. Any document that is submitted without the automatic notification will be deleted without further notice or processing when it is discovered by WWS.

Use the BROWSE button to select the PDF file to upload to WWS and click OK. A processing message will appear,
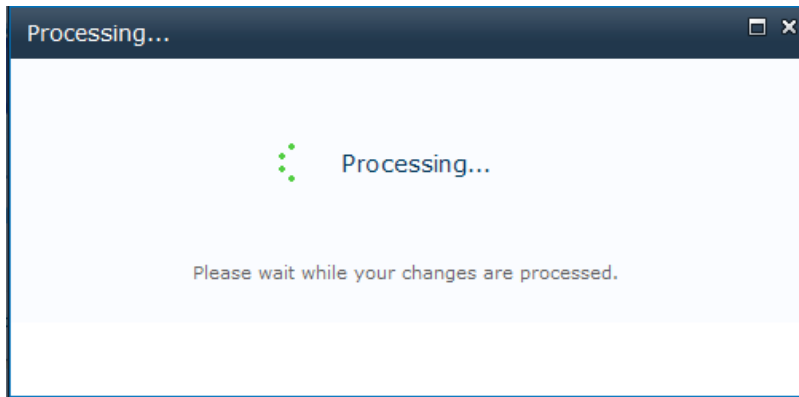
followed by the second dialog (see below).

You have already uploaded the document to the Exchange Area. This second dialog provides information for WWS to more quickly process the document.

- Fill in a description of what the document is (mandatory).
- The WWS staff person the document is intended for (mandatory).
- Any comments you want to appear on the e-mail that will confirm the transfer of the document (optional).
- Provide an (optional) valid e-mail address for a person that you wish to receive a copy of the confirmation e-mail. More than one e-mail address can be entered as long as each address is separated by a semi-colon ";". E-mail addresses are not verified and no notice is issued for bad e-mail addresses.
- Click SAVE.

Clicking SAVE applies the information to the document and triggers the transmittal e-mail to be sent to you, WWS and if provided, a copy recipient, similar to the one below. Clicking

SAVE will work even if the mandatory information is not provided. However, not providing this information will slow down WWS processing of the document. Please be aware that sometimes it takes several minutes for the system to send a transmittal e-mail similar to the one below.

From:	Project 2000 <alert@broward.org>	Sent: Tue 9/24/2013 9:06 AM
To:	steve_uhrick@att.net	
Cc:	steve.uhrick@gmail.com; WWSEPERMIT	
Subject:	Confirmation of Document Submitted to WWS ePermit Exchange Area	

DO NOT REPLY TO THIS EMAIL. IT IS AN AUTOMATED RESPONSE FROM A SOURCE THAT IS NOT MONITORED FOR RETURN MAIL.

This is confirm that on 9/24/2013 9:02:03 AM,you submitted the following document to the WWS ePermit Exchange Area:

File 13-0622.12

A sample comment.

Due to the working of the program, clicking CANCEL will not cancel the submission of the document. However, clicking CANCEL will stop the automatic e-mail notification. WWS will assume that any documents posted to the Exchange Area without an e-mail notification were posted by mistake and WWS will delete them without further notice or processing.

The successfully submitted document will appear in Exchange Area:

Do not be concerned if the document does not appear in the Exchange Area the next time you sign on. WWS removes documents from the Exchange Area as the document is processed.

You should sign off before closing the webpage. Click your ID near the upper right corner of the webpage and select SIGN OUT from the dropdown menu.
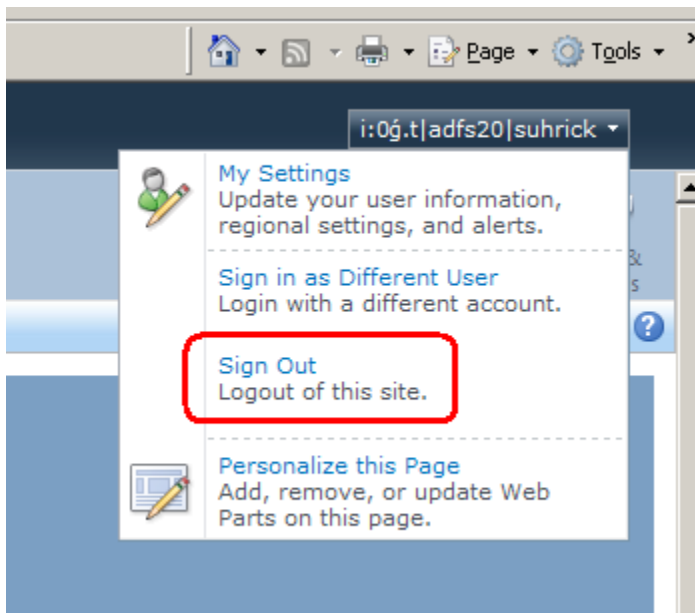

Then close the webpage. The webpage should be closed when not in use.

ATTACHMENT D

**ACCESSING A DOCUMENT FROM WWS VIA THE ePERMITS EXCHANGE AREA**

The WWS ePermits system will send an e-mail to the intended document recipient each time WWS adds a document to the ePermits Exchange Area. This e-mail is the intended document recipient's notice that they have a document to retrieve and serves as WWS' letter of transmittal. Below is an example e-mail:
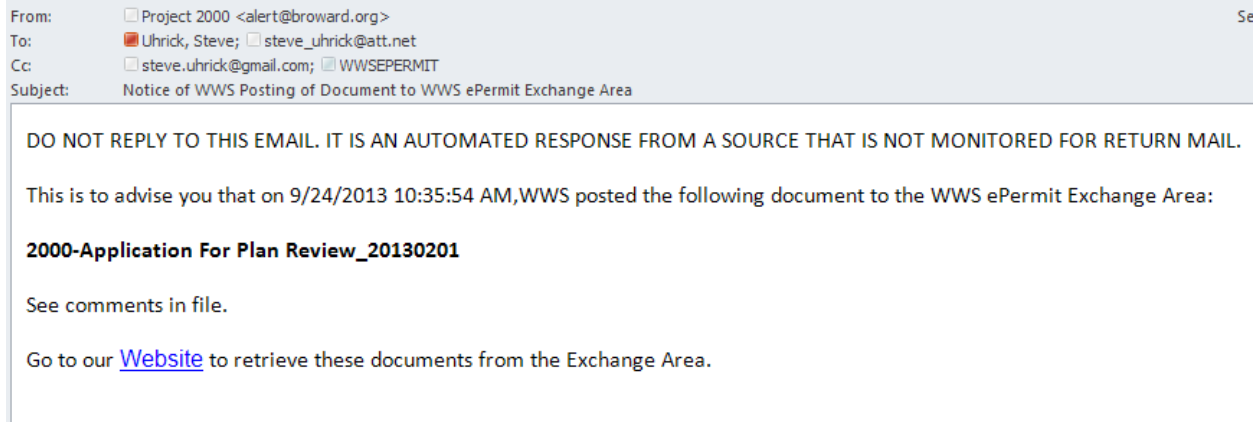
Below is an example of what the WWS ePermits Exchange Area looks like after a document is sent from WWS. Make sure you are on the "From WWS" page of the Exchange Area by clicking on FROM WWS in the upper left hand corner of the page.
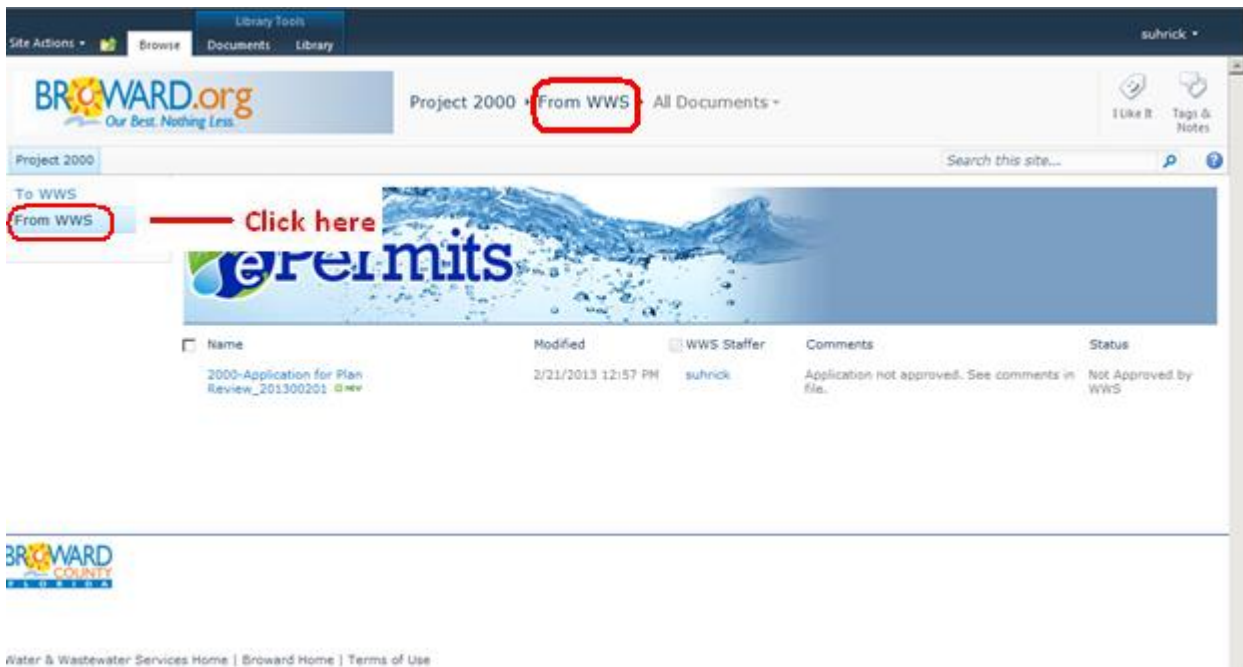
Your access rights do not allow you to modify or delete documents in the "From WWS" page. However you can save a copy of a document to your computer, by right clicking on the name of the document and selecting SAVE TARGET AS from the dropdown:
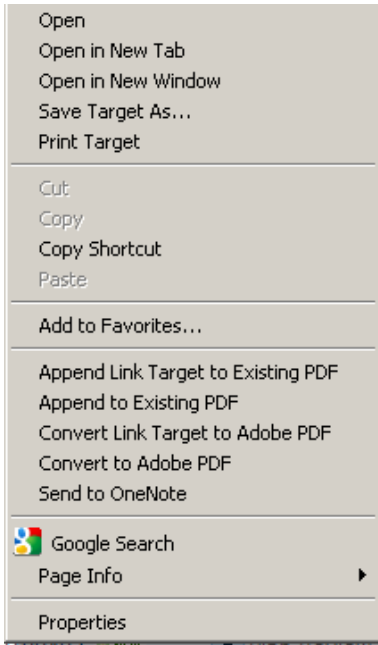
WWS will continue to post not approved versions of documents as well as the approved version. The STATUS field indicates if the document has been approved or not.

WWS uses a standardized naming convention for documents posted to the Exchange Area to improve accessibility. The WWS document naming convention for non-drawing documents is "PPPP-Document Description_YYYYMMDD" where:

PPPP is the project number;

Document Description is a description of the document; and

YYYYMMDD is the year (YYYY), month (MM) and day (DD) the document was submitted to the WWS ePermits Exchange Area.
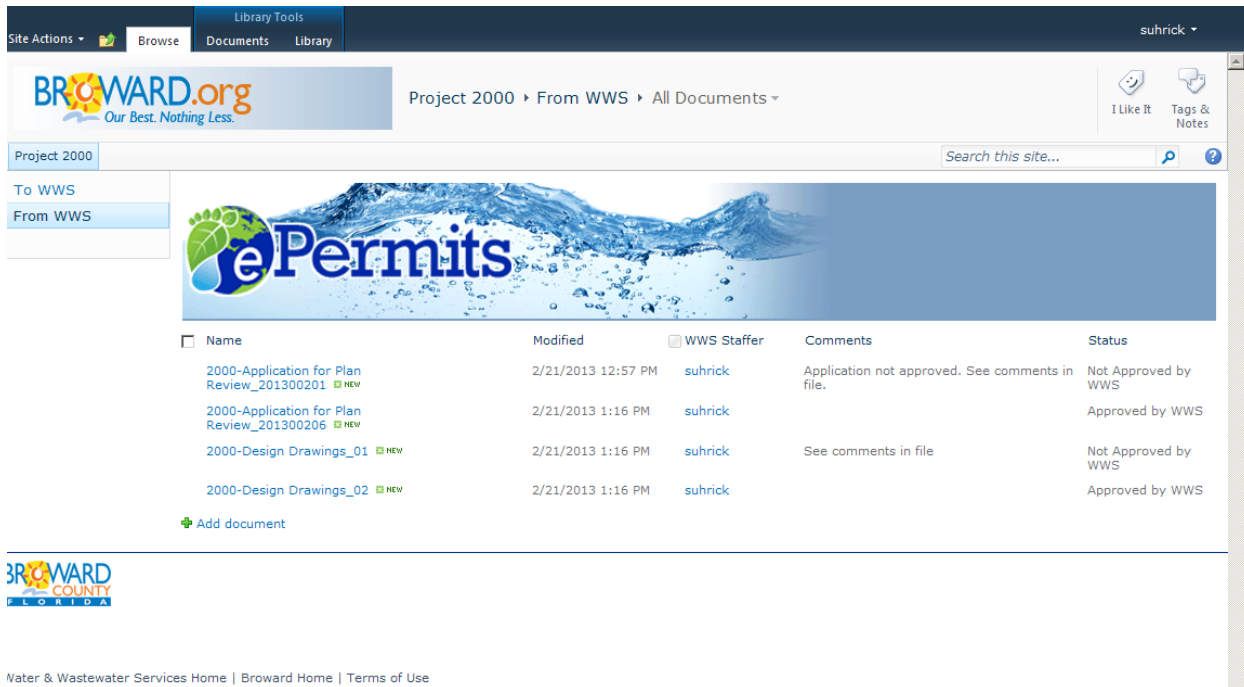
The WWS naming convention for drawing documents is "PPPP-Document Description_NN" where:

PPPP is the project number;

Document Description is a description of the document; and

NN is a number from 01 to 99 corresponding to each sequential submittal.

As more documents are added to the Exchange Area it might look like the one below.

You should sign off before closing the webpage. Click your ID near the upper right corner of the webpage and select SIGN OUT from the dropdown menu.
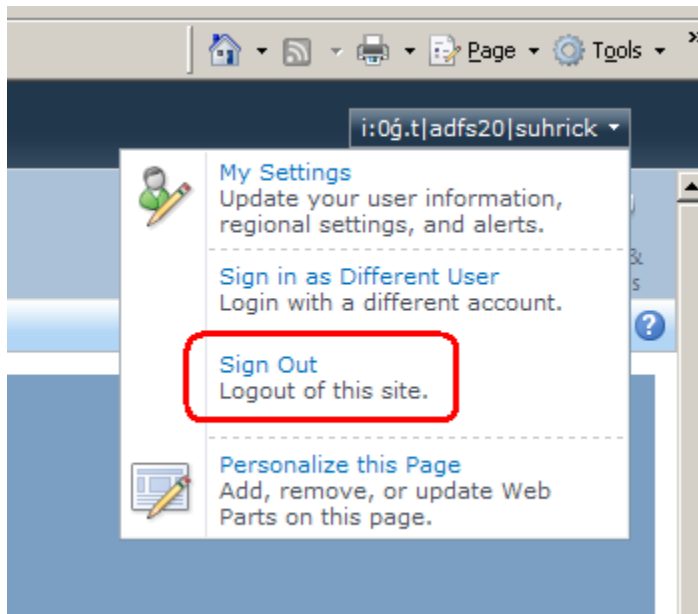
Then close the webpage. The webpage should be closed when not in use.

ATTACHMENT E
COMMENTS SUMMARY

WWS will review each document submitted and approve it or not approve it. Not approved documents will have review comments included in the PDF file. This applies to both drawing and non-drawing documents.

A summary of comments can be generated by clicking on the OPTIONS button IN Adobe Professional and selecting CREATE COMMENT SUMMARY:
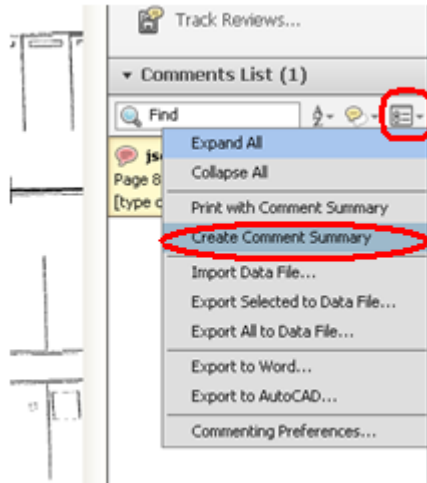
This will generate a PDF file of the comments so they appear in the COMMENT PANE.