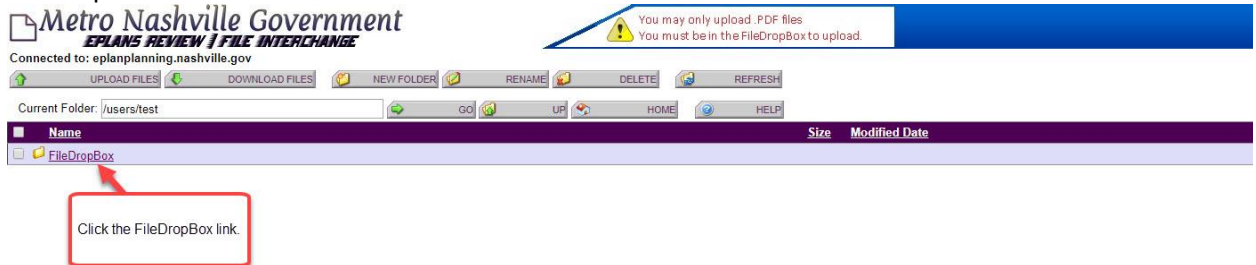


## Uploading an Electronic Review Document

1. The public end user will request an ftp account to be setup by emailing [ePlanPlanning@nashville.gov](mailto:ePlanPlanning@nashville.gov).
2. Once the end user has a username and password, they can login at <https://eplanplanning.nashville.gov/>

3. Once logged in, the user should upload their files in the FileDropBox folder by clicking the FileDropBox link.



4. Once the FileDropBox folder is open, the use should click the Upload Files button on the top right corner of the page.



5. The user should now click the Choose File button and select the file that will be uploaded for review.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  No file chosen

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Choose File button

6. Once the desired files have been selected, click the Upload button.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  My Test PDF.pdf

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Upload button once you are done selecting your files.

7. Your file will now appear in the list of files in the FileDropBox.

 **Metro Nashville Government**  
*EPLANS REVIEW | FILE INTERCHANGE*

Connected to: eplanplanning.nashville.gov

 You may only upload .PDF files  
You must be in the FileDropBox to upload.

 File upload completed successfully  
-My Test PDF.pdf

UPLOAD FILES | DOWNLOAD FILES | NEW FOLDER | RENAME | DELETE | REFRESH

Current Folder: /users/test/FileDropBox | GO | UP | HOME | HELP

Name	Size	Modified Date
 My Test PDF.pdf	30 KB	4/6/2020 10:50:11 AM

Your file will now appear in the list of files in the FileDropBox.