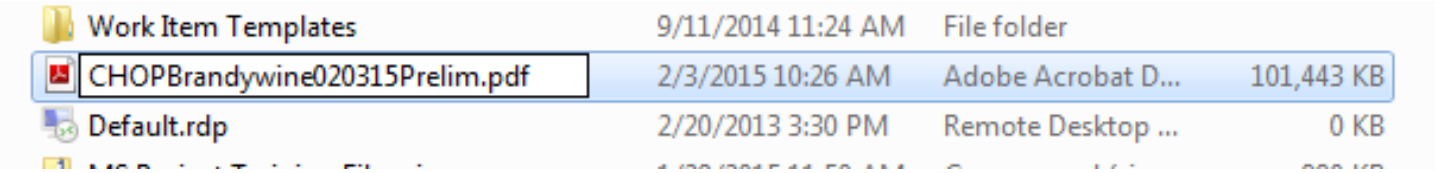
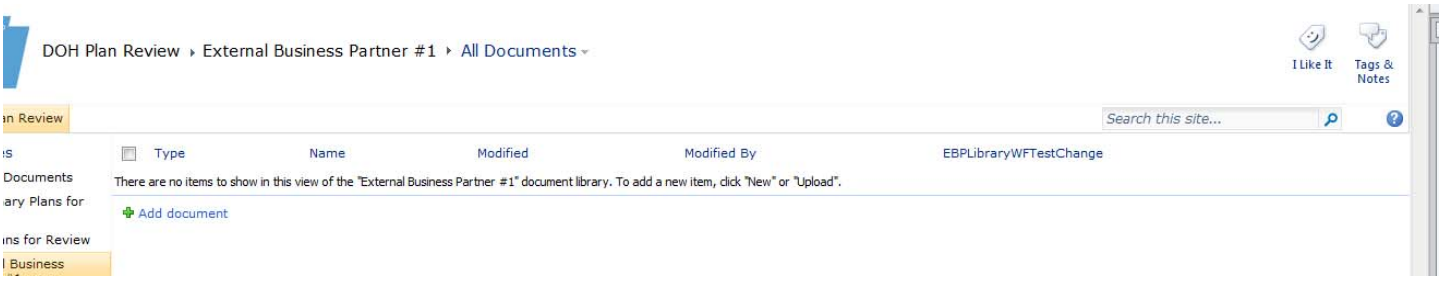
Uploading plans to the EBP Library

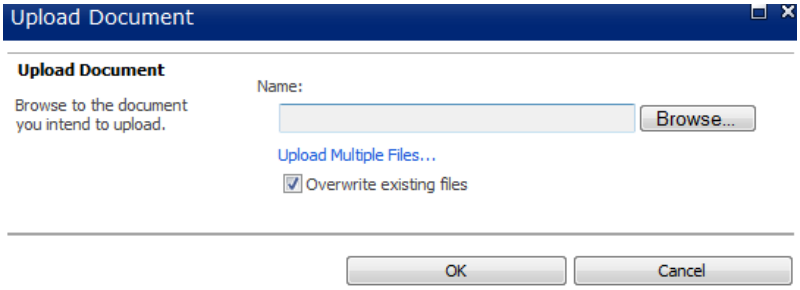
1. Go to the folder on your computer that contains the plans. Convert this file to a pdf. Rename you pdf file to this format: <Facility Name><Date of submission><Review type>.pdf
    a. Whereas Review type is either <Prelim> for preliminary review or <Final> for final review to be done by Division of Safety Inspection (DSI).
    b. Do not use any spaces, periods, underscores, or any other special characters (such as <,>, &, /, \, etc…).
    c. Please make the facility name as short as possible while being able to know which plans the file is for.
    d. If your document is bigger than 300 MB, please break down into smaller more manageable pieces (Around 100 MB). Do NOT number at the end of the file name, the file name must end in "Prelim.pdf" or "Final.pdf".



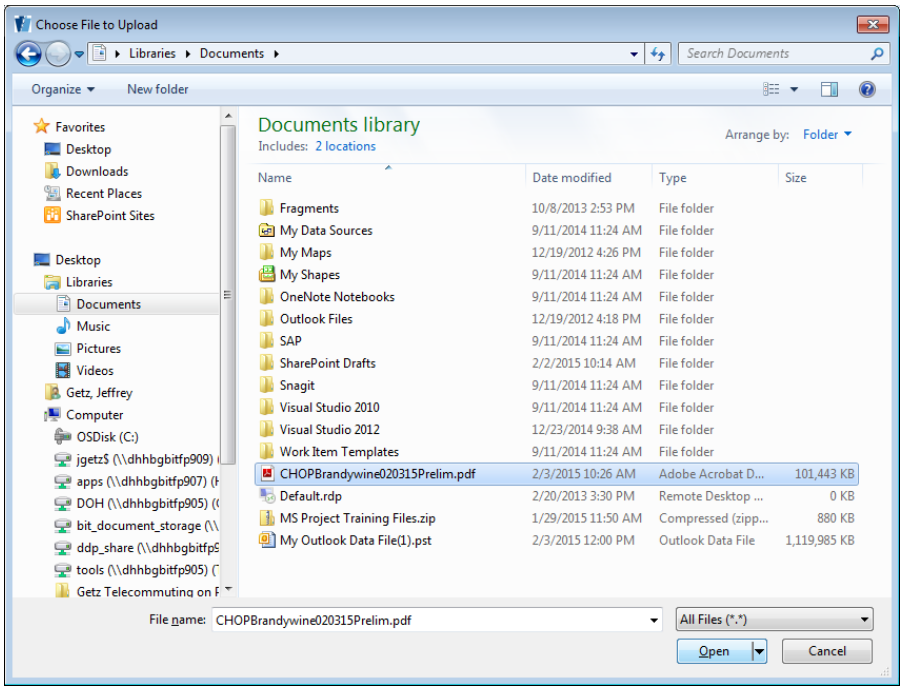
2. Once named properly, navigate to the URL that DSI sent you, to upload your document.



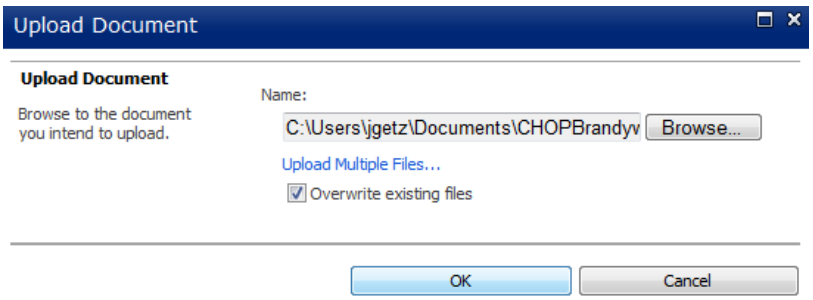
3. Click on Add document . On the Upload Document popup, click on the Browse button.
   Do NOT use the Upload Multiple Files selection, it will not work with such large files.



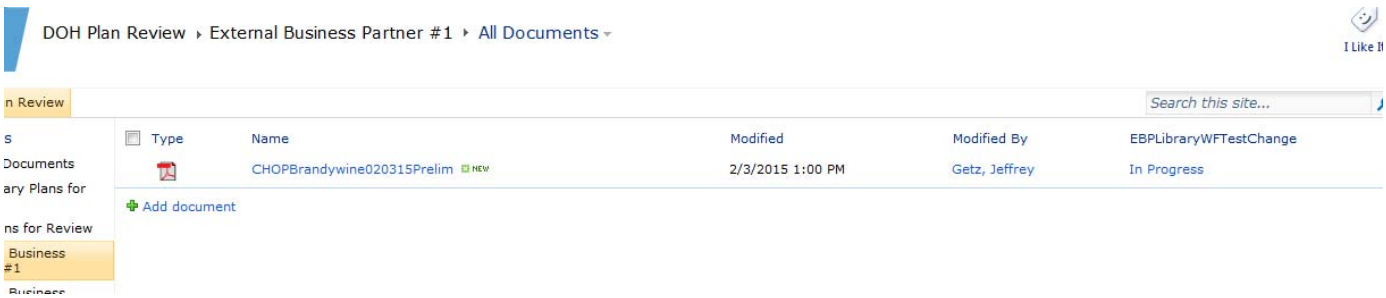
4. On the Choose File to Upload popup screen, find your document. Select the document (which will enter the name in the File name: box at the bottom) and select the Open button.



5. On the Upload Document popup, the name of the document is populated. Select the OK button.



6. Once clicking the OK button, nothing will happen right away. Please wait, do NOT hit the OK button again. Once the file is uploaded the screen will change and an email will be sent letting you know the document was loaded correctly. If you do not receive any email within 5 minutes of seeing the screen below, the document was not loaded correctly or named correctly.



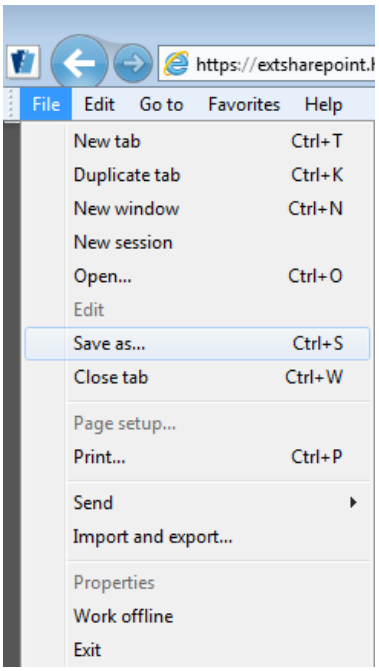
7. The email will be sent and the document will be removed from the SharePoint library. The email will say <file name> has been uploaded successfully. The document will not be found in the External Business Partner #1 library as it has been sent to the Division of Safety Inspection (DSI). DSI will be conducting a <preliminary or final> review on the plans.

Downloading plans from the EBP Library

1. Once an email is received of the completed review, download your reviewed plans. Body of email:

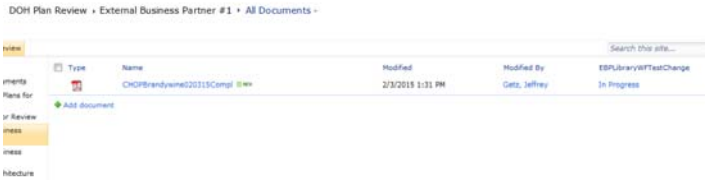
   The review of the preliminary plans has been completed. The file: <file URL> will be **deleted in 4 days**. Please retrieve and save a local copy for your records.

2. You can use ctrl + click on the file URL link to open the document. Note: The document may take a long time to open- please be patient. Once open, click on File/Save as…



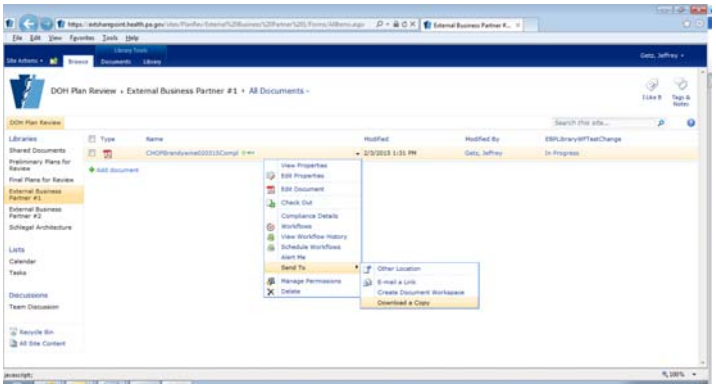
3. Save it locally, as it will be deleted after 4 days. Note: The document may take a long time to save- please be patient.

2. OR within 4 days you may navigate to the URL that DSI sent you, to download your document.



3. Hover over the name of the document, and click on the dropdown to the right of it.

4. From the dropdown, select Send To/Download a Copy.



5. At the bottom of the screen a popup will appear, click on the dropdown next to Save and select Save as

6. Save it locally, as it will be deleted after 4 days. Note: The document may take a long time to open- please be patient.