Logging in to ProjectDox for the First Time

The first time you are invited to join a project in ProjectDox, you will receive an email notification, like the one below.

1. Click on the **"Project ePlan Access link".** This will automatically open a login screen web browser.

User Login:	JoeApplicant@builders.com
Temporary Password:	2CD7C43
Project/Permit Number:	18040276
Project ePlan Access Link	

Notes

- ProjectDox uses pop-up windows (browser windows with no toolbars). If you login but no ProjectDox window appears, you probably have a pop-up blocker installed that is preventing the main project window from opening. You need to allow pop-ups for the ProjectDox site (pop-up blockers can be configured to allow pop-ups for specified sites)
- The login page has an MSI (Microsoft Silent Install) link for quick and easy downloading and installation of all necessary ProjectDox ActiveX controls. Click the *Install ProjectDox Components* link to run the installation. Alternatively, your network administrator or IT department may use other methods to install the components.

2. Type or paste the temporary password into the Password Field and click "**Login**".
- The password is case sensitive and must be entered exactly as it was provided to you in the email.

3. Once you successfully log in, you will be taken to your user profile, where you will need to reset your password, create a security question and answer, and enter some additional information about yourself.
   - Your password must be between 8-12 characters with at least 1 upper case letter, 1 lower case letter, and 1 number.
   - Special characters are not allowed.

4. Fill in the required fields (those marked with a red asterisk * (and highlighted), and click "Save."

5. After saving your profile information, you will be taken to the home page, where your list of active projects will display. If using ProjectDox workflow, then assignments, referred to as tasks may also display on the home page in the *Active Task List*.