

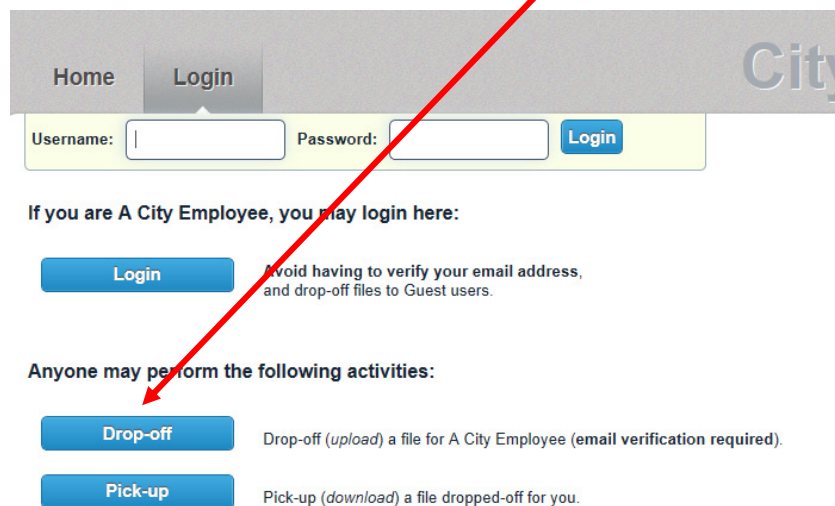
Electronic Plan & Document Submittal Guide

The City of Duluth has a tool available for you to “drop off” a set of electronic plans for Construction Services to pick up. This allows for the exchange of files which may be very large. This list of instructions will guide you to delivering plans to Construction Services.

1. Before dropping off any plans electronically, make sure that you communicate with Construction Services in some way to make sure somebody is aware that plans are incoming. If you have not worked with anyone yet, please contact permittingservices@duluthmn.gov to begin the conversation and understand what will be expected.
2. Navigate to <https://files.duluthmn.gov> to access the service.
 - a. Note that there is an option for you to log on here. This is for internal city employees and you will not be required to log in (although you will need to verify your email as a member of the public).

Plan and Document Drop-off

3. To drop off plans, simply click the blue button that states “Drop-off”.



Home Login City

Username: Password: Login

If you are A City Employee, you may login here:

Login Avoid having to verify your email address, and drop-off files to Guest users.

Anyone may perform the following activities:

Drop-off Drop-off (upload) a file for A City Employee (email verification required).

Pick-up Pick-up (download) a file dropped-off for you.

- Once you fill out the information on the next screen, click "Send Confirmation."

Information about the Sender

If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form

Request Code:

If you do not have a "Request Code" then please complete the rest of this form:

Your name: (required)

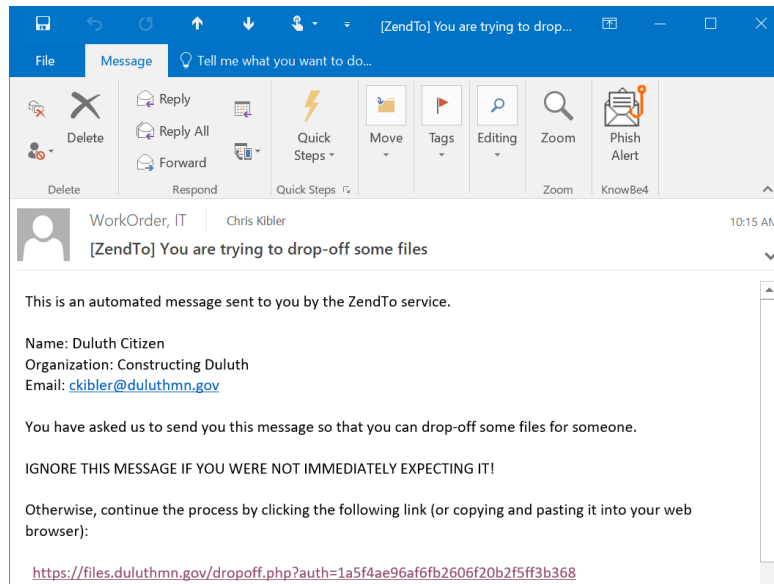
Your organisation: (required)

Your email address: (required)

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

Send confirmation

- You will receive an email from "WorkOrder, IT" shortly where there will be a link to the drop-off site.



6. Following the link allows you to upload any files you need for delivery. Please enter the following information.
 - a. Email address of your contact within Construction Service (click the green + to add names).
 - b. Description of the project which you are dropping off.
 - c. Attach all files you need to deliver.
 - d. A short description of the attachment.
 - e. After a-d are complete, click the “Drop off Files” button.

From:

Send e-mail message to recipients
 Send an email to me when the recipient picks up the file

To: A

Short note to the Recipients

Choose the File(s) you would like to upload

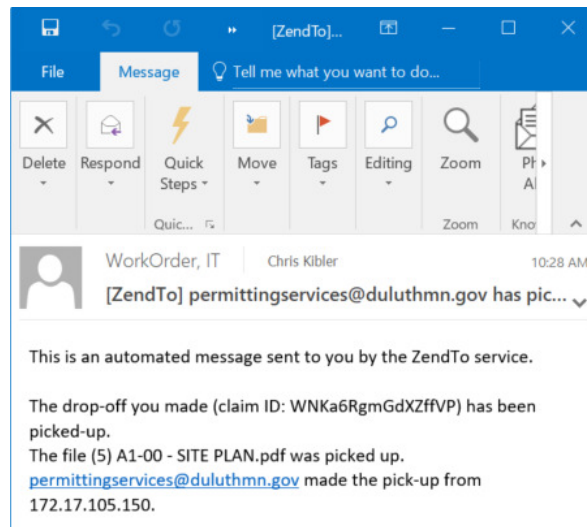
C	<input type="text" value="1: I:\DEVELOPMENT\ConstSvc\Kibler\Attachments\2020\"/>	<input type="button" value="Browse..."/>	Description:	D	<input type="text" value="Permit Application"/>	<input type="text" value="(0.49MB)"/>
	<input type="text" value="2: I:\DEVELOPMENT\ConstSvc\Kibler\Attachments\2020\"/>	<input type="button" value="Browse..."/>	Description:		<input type="text" value="Drawing Set"/>	<input type="text" value="(1.92MB)"/>
	<input type="text" value="File 3: I:\DEVELOPMENT\ConstSvc\Kibler\Attachments\5) A"/>	<input type="button" value="Browse..."/>	Description:		<input type="text" value="Erosion Control Application"/>	<input type="text" value="(0.77MB)"/>
	<input type="text" value="File 4:"/>	<input type="button" value="Browse..."/>	Description:		<input type="text"/>	
	<input type="text" value="File 5:"/>	<input type="button" value="Browse..."/>	Description:		<input type="text"/>	

3.19MB / 2048MB

E

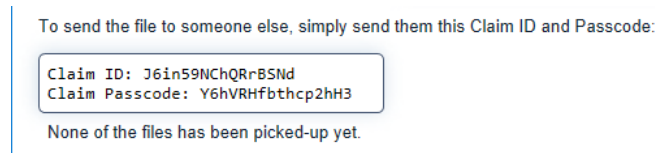
7. Verify on the “Drop-Off Summary” page that everything looks the way it should (i.e. all of the files you expected to send are there and to all of the correct recipients).

8. If you selected the option in step 6 to be notified when files are picked up, you will get another e-mail from “WorkOrder, IT” notifying you.

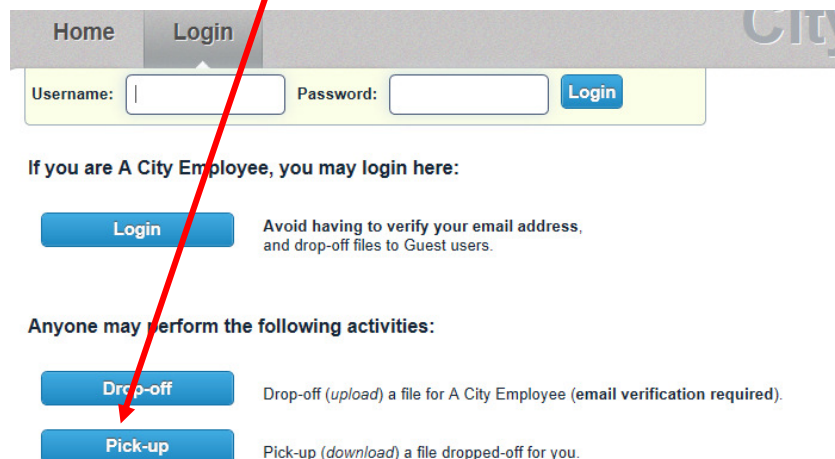


Picking Up Files

9. If a member of Construction Services has files to send to you, they may provide you with a Claim ID and a Claim Passcode. These codes will also be in an email from “WorkOrder, IT”.



10. From the original screen, select “Pick-up”



11. Enter the Claim ID and Claim Passcode previously provided to you and click “Pick-up the File(s)”


Claim ID:

Claim Passcode:

12. The next screen provides a summary of the entire drop off. All files that you were given will be listed, along with a description of the file. In order to download the file, just click on the Filename. You will be prompted to save the file to your own computer or network location.

Drop-Off Summary

Click on a filename or icon to download that file.

Filename	Type	Size	Description
 (5) A1-00 - SITE PLAN.pdf	application/pdf	791.3 KB	Site Plan
1 file			

From:

Chris Kibler (ckibler@DuluthMN.gov) City of Duluth from 172.17.105.150 on 24 Mar 2020 10:31:23 AM

To:

Duluth Contractor (permittingservices@duluthmn.gov)

Comments:

Test Drop Off

Claim ID: J6in59NChQRrBSNd Claim Passcode: Y6hVRHfbthcp2hH3

None of the files has been picked-up yet.