

Application Review

- ❖ Log into ProjectDox and access the application you are reviewing
- ❖ Mark up appropriate PDF file(s) in Application Plans (PDF) folder.
 - Open the pdf you are going to review
 - Click on the markup button and select “New” to open the markup tools.
 - Create your markup *Note: Keep in mind color coding for creating markups*
 - Save your markup *Note: Keep in mind naming conventions for saving markups*
- ❖ Upload PDFs of documents or memos (if any) regarding your review to the “Miscellaneous Documents” folder
- ❖ Open the “Review Comments” eForm
 - Select your review determination radio button on the eForm
 - Enter your review comments for the Project Coordinator (if any)
 - Click OK to add your comment to the eForm
 - Click the “My Review Complete” button (REQUIRED)