How to register with SagesGov and NEORSD Plan Review

Go to neorsd.org

Go to Business / Plan Review

Click on SagesGov logo on right side of the screen:

Then click on https://www.sagesgov.com/neorsd-oh/Portal/Register.aspx which is within the first paragraph on the right hand side of the SagesGov home page in order to register for the account.

Company Account: managed at the registries' location.

Individual Account: managed at NEORSD. *recommended*

Complete the form and then click Submit.

Once your registration is accepted, you are ready to use SagesGov for NEORSD plan review. When you are ready for a plan review, return to the *neorsd.org* page then *Business* then *Plan Review* and click on the SagesGov logo to start the submission.

Note: These examples have come from the Chrome browser, your browser may display the pages differently.

How to start a project and upload plans to SagesGov and NEORSD Plan Review

Go to neorsd.org

Go to Business / Plan Review

Click on SagesGov logo on right side of the screen:
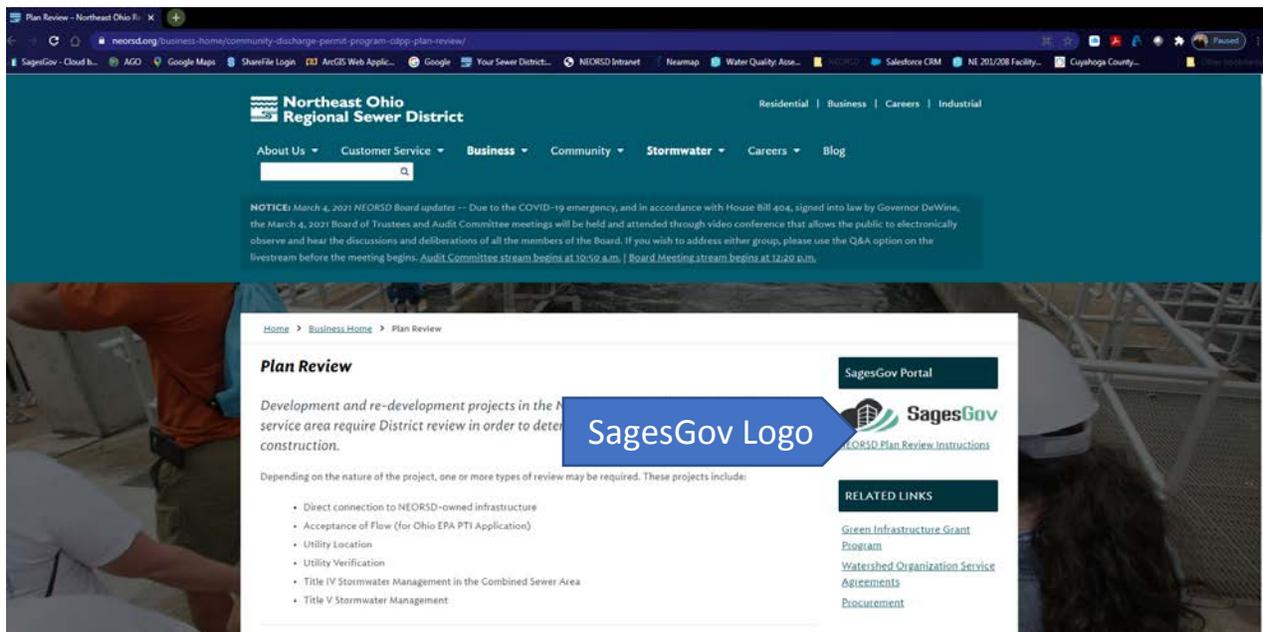
Login using the credentials given at time of registration

Username is your email
Password is *welcome1* (Please change this under ADMIN / My Profile)

Select a Review Type, see our *Plan Review* webpage for review types.

1. Enter Location Information, 1 field is adequate, Save & Continue…

2. Complete the Application, Save & Continue…

3. Upload New Files, use PDFs only (other file types can be emailed to CDPP@neorsd.org), Save & Continue…

4. Click Submit.

Note: The Examples come from a Chrome Browser, your browser may display the pages differently.

How to Get Comments and Resubmit

After the review, you will receive an email from *SagesGov Notifications* that revisions are requested.

Login to SagesGov

1. Click on WORKLIST.

2. Set the *View* drop-down list as desired.

3. Click on the *Project/Case.*

   a. *Status* tells you what steps have been taken.

      i. *Waiting For Intake* means a review has not been assigned.

      ii. *Re-submission Required on Review Cycle* means that comments need to be addressed.

      iii. *In Progress* means the reviewer is not done yet.

4. Click on *Explorer*
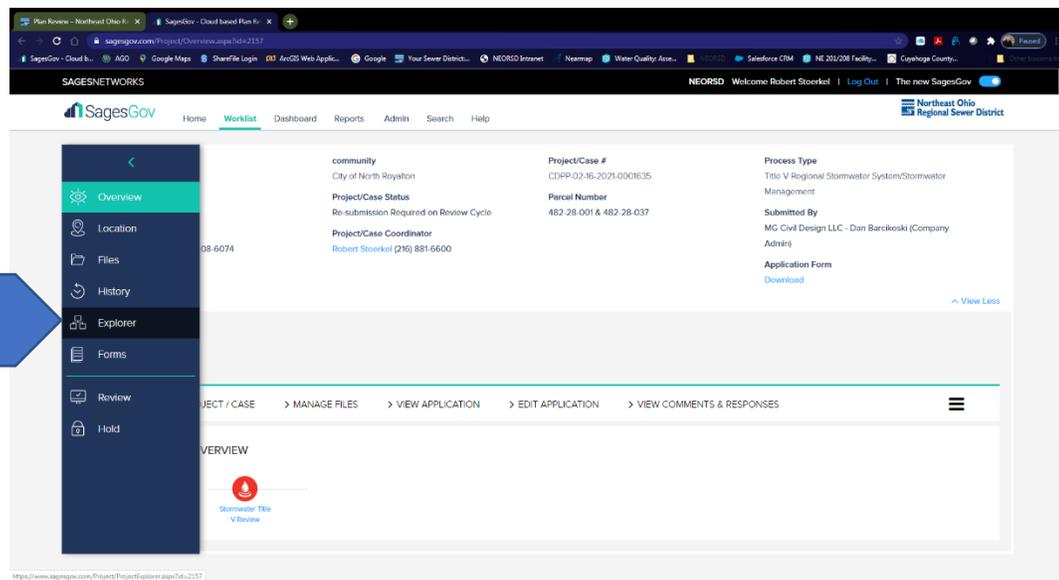
Note: The Examples come from a Chrome Browser, your browser may display the pages differently.

5. Click on *Files*

Explorer

> RESUBMIT PROJECT / CASE   > MANAGE FILES   > VIEW APPLICATION   > EDIT APPLICATION   > VIEW COMMENTS & RESPONSES

Graphical   Summary   **Files**

Download list of comments that includes mark-ups

Project Explorer
Viewpoint Subdivision - CDPP-02-16-2021-0001635

File Browser
  Project
  Review Package
    Cycle - 1

Click on the most recent *Cycle*

Cycle - 1

View Plans - Cycle 1
(Note: This link cannot be used to add or update markups)

Download Review Cycle 1 - Report.pdf

File Type	File Name	Download	File Size	Comment	Uploaded By/On
Plan Set	20200201 VIEWPOINT CDs_PC SUBMITTAL.pdf	ORIGINAL	73.6 MB		Robert Stoerkel Feb 16, 2021 @ 11:23 AM
Stormwater Management Report	20210130 VIEWPOINT SWM REPORT REV1.pdf	ORIGINAL MARKED-UP	18.0 MB		Robert Stoerkel Feb 16, 2021 @ 11:23 AM

Download *Marked-up* drawings

Resubmit

6. Click on *RESUBMIT PROJECT / CASE*

1) Respond to Comments. Every *Response* box needs something typed in, Save & Continue…

2) Confirm the location information, Save & Continue…

3) Confirm the Application, Save & Continue…

4) Upload revised drawings, PDFs only (combined plan sets are preferred over individual sheets). Save & Continue…

5) Confirm & Submit.

Note: The Examples come from a Chrome Browser, your browser may display the pages differently.