

How to register with SagesGov and NEORSR Plan Review

Go to neorsd.org

Go to [Business / Plan Review](#)

Click on SagesGov logo on right side of the screen:

The screenshot shows the website header for the Northeast Ohio Regional Sewer District. The navigation menu includes 'About Us', 'Customer Service', 'Business', 'Community', 'Stormwater', 'Careers', and 'Blog'. A search bar is present on the right. Below the header, there is a breadcrumb trail: 'Home > Business Home > Plan Review'. The main content area is titled 'Plan Review' and contains introductory text about development and re-development projects. A blue arrow points to the 'SagesGov Logo' in the 'SagesGov Portal' section. Below the logo is a list of 'RELATED LINKS' including 'Green Infrastructure Grant Program', 'Watershed Organization Service Agreements', and 'Procurement'. A list of project types is also provided, such as 'Direct connection to NEORSR-owned infrastructure' and 'Acceptance of Flow (for Ohio EPA PTI Application)'.

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 NEORSR. **recommended**

Complete the form and then click Submit.

Once your registration is accepted, you are ready to use SagesGov for NEORSR 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.

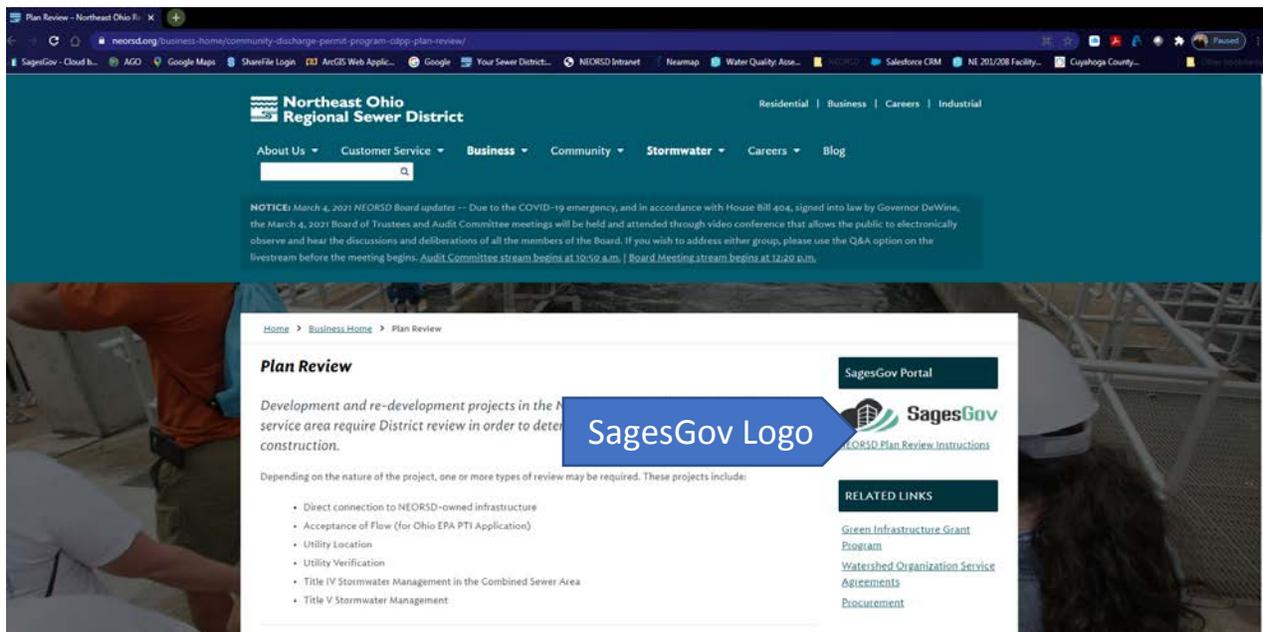
The screenshot shows the 'ANNOUNCEMENTS' section of the SagesGov website. A blue arrow points to the 'Registrations' link in the 'Submittal Guidelines' section. The date '2/24/2018' is visible in the top right corner. The text below the link describes the registration process for the SagesGov Electronic Plan Review system, mentioning that architects, builders, engineers, and contractors must first register a new account and list an account administrator.

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.

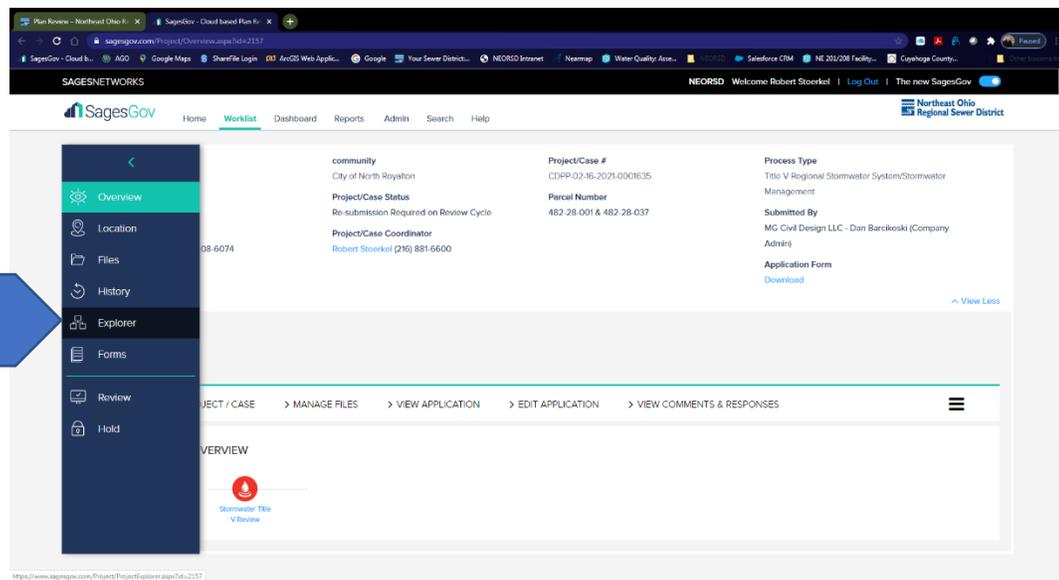
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How to Get Comments and Resubmit

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*



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5. Click on *Files*

Explorer

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

Project Explorer

Viewpoint Subdivision - CDDP-02-16-2021-0001635

Graphical Summary **Files**

Cycle - 1

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 Stoerke Feb 16, 2021 @ 11:23 AM
Stormwater Management Report	20210130 VIEWPOINT SWM REPORT REV1.pdf	ORIGINAL MARKED-UP	18.0 MB		Robert Stoerke Feb 16, 2021 @ 11:23 AM

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

Click on the most recent *Cycle*

Download list of comments that includes mark-ups

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.

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