Using eProcess 360

Account

Registering a New Account

If you do not already have an account, click on **Register** under the Login form on the home page. You will be taken to a page where you can create a new account to access the portal.

To create an account, you will need to fill out all required fields. Both email and phone number need to be valid. The password must be between 8-128 characters and have at least one character and one number.

Once the form is complete, click **Register**. You will be taken to the EULA and Terms of Service for the WC3 Document Portal. Read and review the terms and select **I Agree** to be logged in and taken to the Dashboard.

Logging In

If you already have an account, you can log in from the home page. Fill out your credentials, Email and Password, and click **Login** to be logged in and taken to the Dashboard.

If you have not already agreed to the EULA, you will be prompted to review the terms.

Reset Password

If you have forgotten your password to your account, click on **Lost Password?**. You will be prompted for your Email Address. Clicking **Reset Password** will send you a Password Reset Code.

My Profile

Click on **My Profile** on the top right of the Dashboard to access your account settings.

To change your email, name, phone number, or to set an alternate email, edit the corresponding field and click save.

To change your password, click on **Change Password**. You will be prompted to input your current password and then a new password. Once you confirm, your password will be changed.

Projects View

View Existing Projects

Under **Existing** projects on the Dashboard, you can view the last five projects that have pending tasks. To view all projects, click on **See All Projects** or **Projects** on the top navigation bar. You will be taken to a page where you can view all projects that are available to you.

Project Filters

You can sort, filter, and group projects by certain criteria.

Clicking on the column headers will sort all the projects by that column, in descending or ascending order.

Filling in at least one of the filters will display the projects that match the search filter. Click on **Reset** to reset the filters to the default. The filters for El Cerrito are Address, Permit #, Plan Check #, Trakit #, and Reviewer.

Projects can be grouped by Project State. Select the criteria and choose whether to group the projects in ascending or descending category order.

El Cerrito also has two custom filters: **Paid?** and **Hold?**. Selecting **Paid?** will filter the projects by whether all fees have been paid. Selecting **Hold?** will filter the projects by whether there is currently a hold on the project.

Project

Creating a New Project

To create a new project, select **New Expedited Solar Photovoltaic Permit** on the Dashboard. You will be taken to the Application Form for the permit. Fill in all required fields (marked with a !) and pay special attention to certain fields.

Filling out the Application Form

Site Address is required to be a valid address located in El Cerrito. Only the first address line is needed.

Property Owner must specify whether the current owner is a **Property Owner** or **Tenant**. If the Tenant Company Name is applicable, the field should be filled.

Contractor must specify whether the contractor is a licensed **Contractor** or an **Owner-Builder**. If the contractor is licensed, **License #** and **Lic. Class** is required and the **Licensed Contractor**

Declaration must be accepted. If the contractor is an Owner-Builder, the **Owner-Builder Declaration** must be accepted.

Contact Person should be the applicant, either the property owner or the contractor. The City's permit techs will contact this person regarding fees and inspections. Information in this section is automatically populated with the current user's information.

All relevant declarations should be accepted. If an option is selected that also require additional information, the fields should be filled or the application will not proceed.

Workers' Compensation Declaration should be accepted for all applicants. Accepting the **Construction Lending Agency Declaration** is optional.

Certify that the application is complete and the information is correct and click **Submit** to proceed to **Submittal**.

Submitting Your First Submittal

Prepare all the necessary documents for Submittal. For El Cerrito's PV Permit, you will need the **Structural Criteria for Residential Rooftop Solar Energy Installations**, **Eligibility Checklist for Expedited Solar Photovoltaic Permitting for One- and Two-Family Dwellings**, and other supporting documents, including roof layout drawings and high resolution pictures of the electric panels to be installed.

If you are not ready to upload documents, you may leave the page and resume your application at any time.

Click **Proceed to Submittal** to go to the Submittal page. You may also click on **Submittals** on the project navigation bar to go there directly.

Uploading Files

Files may be uploaded to submittals that are marked incomplete. Click **Add File** or drag and drop into the panel to upload a file.

As the file is being uploaded, you can label the file as Comments, Plans, or Transmittal Letter. You can also edit the file description.

If you have uploaded a file in error, you may delete it by clicking on the **Trash** button.

Once all files have been uploaded successfully, review that the submittal is complete and then click **Complete & Submit**. This will mark the submittal as complete and submit the application and submittal for acceptance. Files cannot be edited and new files cannot be uploaded once the submittal has been marked complete.

Once the submittal has been marked complete, you will receive a confirmation that you have successfully submitted your application for review. To review your submittal, simply navigate to **Submittal** on your project navigation bar.

View Status of Plan Review

Once your application is accepted and the plan review process has begun, you will be able to track reviews under Submittal on the project navigation bar. Click on **View** on the review item under the submittal to view the review details.

Once a review is completed, the review item will be marked complete and comments will be available for download. Click on each attached file to download the comments.