City of Dallas

ProjectDox

Electronic Plan Solutions

Engineering Plan Submittal
Create Account
Quick Reference Guide
Drainage/Paving & Water/Wastewater Engineering
City of Dallas, TX
1. Browser requirements

Open the following link https://plansubmittal.dallascityhall.com

**Internet Explorer browser.** Select *Install ProjectDox Components.*

![Image of ProjectDox login screen]

**All browsers including Internet Explorer:**
- The site URL must be added as a trusted site
- Turn OFF Pop-Up Blockers

2. Create account

Open the following link, https://plansubmittal.dallascityhall.com
Click the *Create an Account* button

![Image of ProjectDox login screen]
Fill out your information, then click **Create My Account**.

You will receive an email with an Account verification code, click on verify password link and follow the instructions.

**New Account Request**

Welcome to ProjectDox! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

<table>
<thead>
<tr>
<th>User Login:</th>
<th><a href="mailto:john.doe@hotmail.com">john.doe@hotmail.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification Code:</td>
<td>D2322D (Good until 7/6/2018 2:48:03 PM)</td>
</tr>
<tr>
<td>Click to verify password:</td>
<td><a href="https://wsepstd01.city.dallas.tx.gov/ProjectDoxPortalUniversal/Login/RequestCode/verify?email=javier.camon@dallas.cityhall.com">https://wsepstd01.city.dallas.tx.gov/ProjectDoxPortalUniversal/Login/RequestCode/verify?email=javier.camon@dallas.cityhall.com</a></td>
</tr>
</tbody>
</table>

**NOTE:** If the verification code provided in this email has expired, you can click on the link above and request another verification code.

Please do not reply to this email.