CITY OF BEND
ENGINEERING

10 Portal - Submittal Uploads

1 Click "My Items"

2 Expand "Engineering - Capital Improvement Projects."

My Special Event, Noise Variance or Fire Request Applications ⊘

My Engineering & Agreement Applications ⊘

My Planning & Historic Applications ⊘

Engineering - Capital Improvement Projects ⊘

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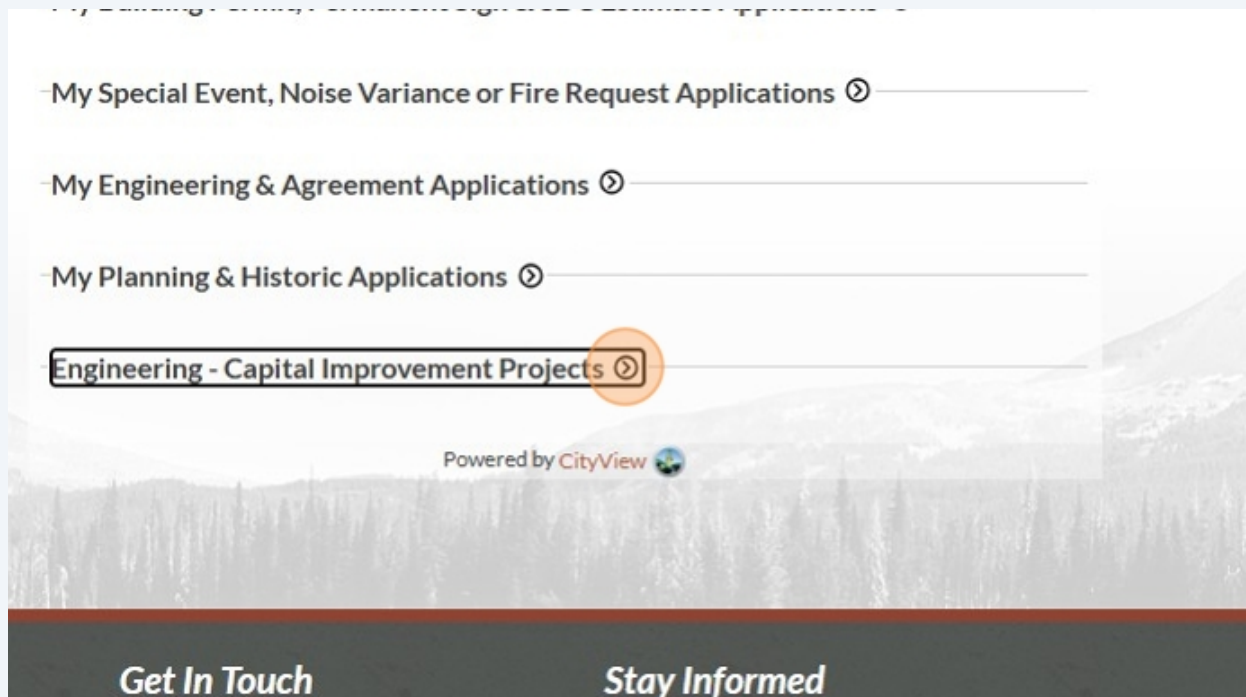
3 Click "Upload Submittals."

Engineering - Capital Improvement Projects ⊘

Reference Number	Address	Type	Sta
PLEPC20240213	VIA SANDIA	Engineering - CIP Construction for Contractor	Per Ap

Name:

Upload Submittals   Share

Requests (RFI and Removal from Service)

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4 This will open up the current categories for submittal uploads. At this time the list cannot be sorted.

Current Submittal ⊘

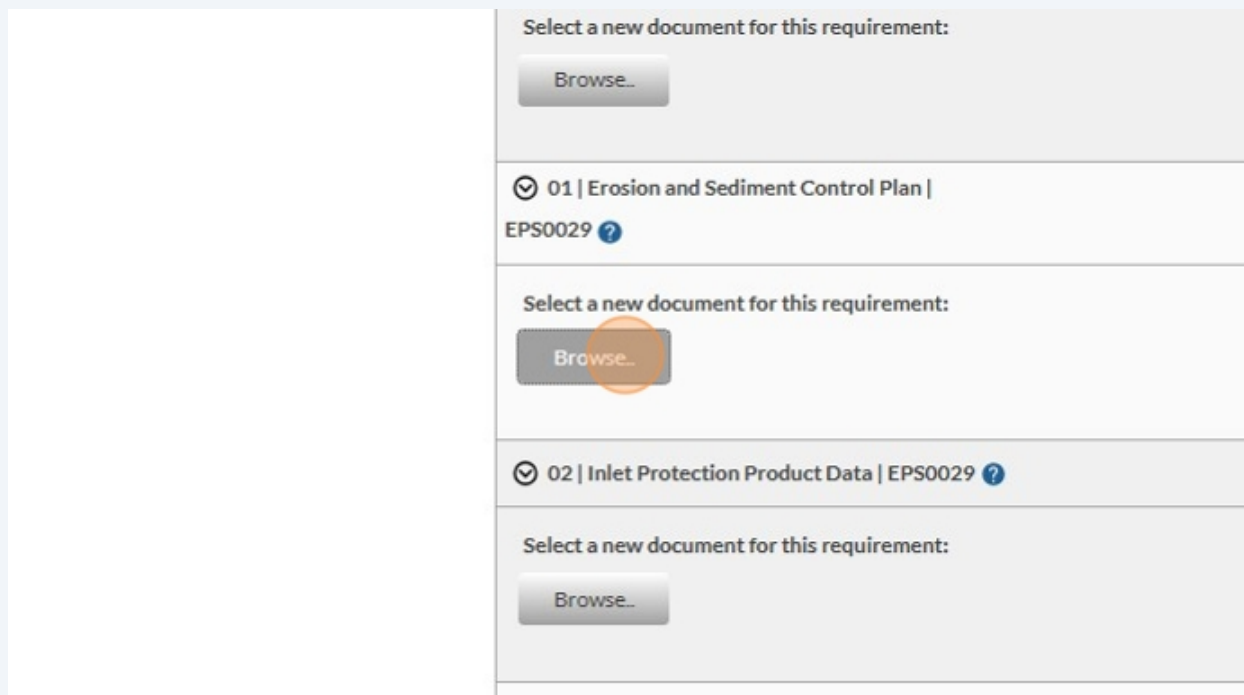Submittal #1) Engineering CIP (11/26/2024)   Print Re

Type	Status	Date V

⊘ Plans | Plans | EPS0237 ❓

Select a new document for this requirement:

Browse..

⊘ Schedule | Schedule | EPS0238 ❓

Select a new document for this requirement:

Browse..

ⓘ To find a particular submittal category utilize the web browser's search function. For example using a computer you can open a search option a webpage using Ctrl + F and entering a keyword or numbers to search the webpage.

5 To upload a submittal document, click "Browse."

Select a new document for this requirement:

Browse...

⊙ 01 | Erosion and Sediment Control Plan | EPS0029 ❓

Select a new document for this requirement:

Browse...

⊙ 02 | Inlet Protection Product Data | EPS0029 ❓

Select a new document for this requirement:

Browse...

6 Navigate to the file for upload.

ⓘ Portal also allows dragging and dropping a file. Be sure to drop within the correct category.

⚠ File naming conventions should include the year, month, and date at the beginning followed by a descriptive file name and if appropriate the version.

Example: 20250113 CityView Submittal Upload Manual.pdf

⚠ Portal will accept most files except Word (.doc or .docx) files. If you need to upload a Word document it must be saved as a PDF before uploading.

7 You may add a description or comment for the document uploading in the "Provide a short description of this set of documents:" field.

⊘ 01 | Erosion and Sediment Control Plan |
EPS0029 ❓

Select a new document for this requirement:

Browse..

Erosion and Sediment Control Plan.pdf   Cancel

Provide a short description of this set of documents:

Contractor's comments about submittal.

⊘ 02 | Inlet Protection Product Data | EPS0029 ❓

8 Multiple files can be uploaded to one submittal category.

Select a new document for this requirement:

Browse..

⊘ 05-15 | Sewer Pipe | EPS0056 ❓

Select a new document for this requirement:

Browse..

Utility Field Exploration Findings Orion Dr_DOWL Comments.pdf   Ca
VOL II 21-3209 VIA SANDIA_submittal notes - Copy.pdf   Cancel

Provide a short description of this set of documents:

⚠️ At this time it is recommended to only upload to one submittal section at a time. There is a bug in the software that can cause issues when uploading to more than one section at a time and you may receive an error. This is planned to be fixed in April 2025.

9 Once all items have been added to a submittal section and descriptions and comments have be made, click "Upload Documents."

Provide a short description of this set of documents:

Added two other items.

Upload Documents

Review this application | Portal Home

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10 Continue adding files to submittal sections and uploading them for each section.

11 To upload a new version of an existing document, click "New Version next to the document.

19 | Traffic Control Plan | EPS0022 ?

Select a new document for this requirement:

Browse..

20-23 | Manholes | EPS0060 ?

New Version

CWSRF Reference

CWSRF Reference [Autumn Sapp @ 11/26/2024 9:07 AM]

Select a new document for this requirement:

Browse..

Manhole Submittal Pkg.pdf   Cancel

12 You may add a description or comment for the document uploading in the "Provide a short description of this set of documents:" field.

20-23 | Manholes | EPS0060 ?

CWSRF Refer

CWSRF Reference

CWSRF Refe
9:07 AM]

Provide a short description of this set of documents:

Updated CWSRF docs

Select a new document for this requirement:

Browse..

Manhole Submittal Pkg.pdf   Cancel

13 Once the new revision(s) have been added and descriptions and comments have be made, click "Upload Documents."

Provide a short description of this set of documents:

Added two other items.

Upload Documents

Review this application | Portal Home

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14 Use "Upload Additional Documents" to add documents that do not have a submittal category or are not related to submittals. To do so click "Browse" and navigate to the file(s) to be uploaded.

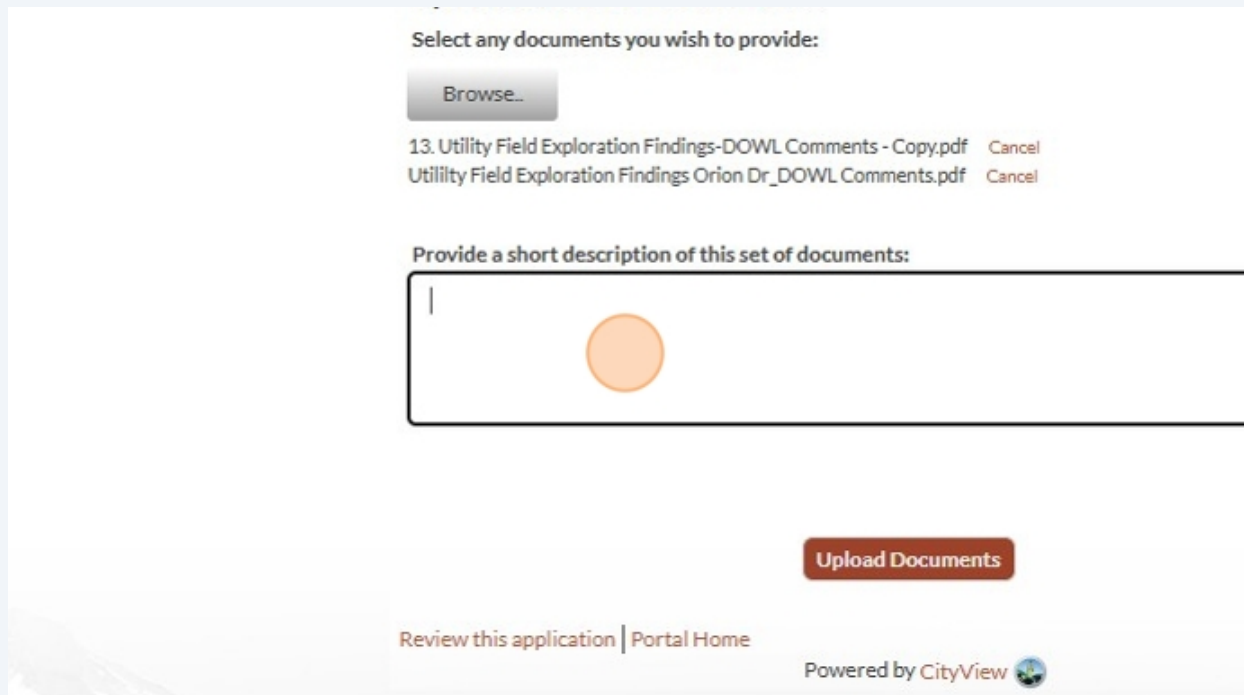Previous Submittals ⊘

Upload Additional Documents ⊘

Select any documents you wish to provide:

Browse...

Provide a short description of this set of documents:

15 If you are uploading additional documents please include a description of the file(s) uploaded in the "Provide a short description of this set of documents:" field.

Select any documents you wish to provide:

Browse…

13. Utility Field Exploration Findings-DOWL Comments - Copy.pdf   Cancel
Utililty Field Exploration Findings Orion Dr_DOWL Comments.pdf   Cancel
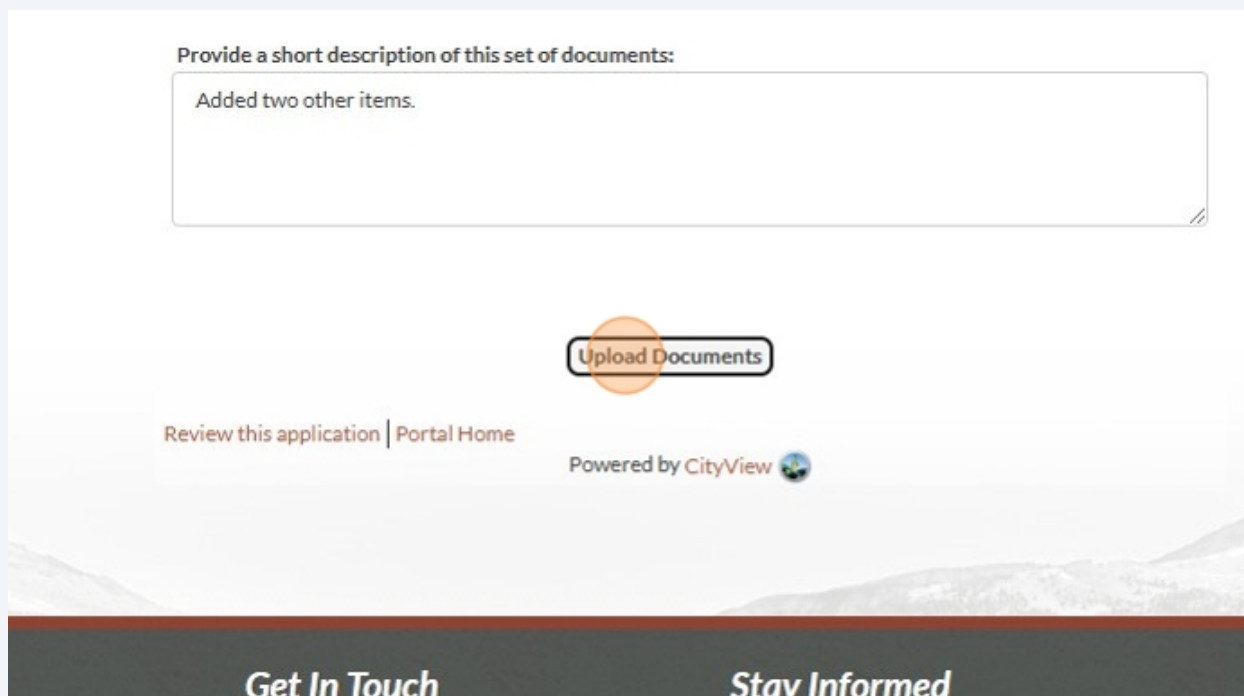
Provide a short description of this set of documents:

Upload Documents

Review this application | Portal Home

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16 Once the additional document(s) have been added and descriptions and comments have be made, click "Upload Documents."

Provide a short description of this set of documents:

Added two other items.

Upload Documents

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17 You may see the files turning green as they successfully upload. Once all uploads are complete a popup will notify you. Click "Ok."

Upload Additional Documents ⊘

Select any documents you wish to provide:

Browse..

ments - Copy.pdf   6.4MB
√L Comments.pdf   576.0kB

Uploads Complete

All documents were uploaded successfully.

cuments:

Ok

Review this application | Portal Home

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