Logging in for the First Time

The first time you participate in an ePlans project you will receive a welcome email like the one below. This email will contain a verification code and a link to the ePlans portal. Your email address is your user ID for logging in to ePlans.

NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

TIP: **Set New Password Now**
Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

Your login: wtestwell@gmail.com
Verification code: **7A835E** good until 2/2/2022 4:22:50 PM

To set a new password, please click on "Login" below.

Login   To confirm account and set your password

Click the "Login" link in the email to visit the ePlans account verification page. Enter you verification code and click "Continue". If your verification code has expired, click the "Resend Code" button to have a new verification code sent to you via email.

Verification Code * 7A835E
Enter the verification code that you received via email to complete the account verification process.

Continue   Resend Code

After providing your verification code you will be prompted to create a password. Please follow the password requirements when choosing a password.

Password: ••••••••
Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8-16 characters.

Confirm Password: ••••••••

Update   Cancel

After providing your password you will be prompted to log in to the ePlans portal by providing your email address and the password you just created.

The first time you log into ePlans you will be taken to your User Profile page. This is where you will change your password, update your name, and enter additional information about yourself.

Fill in all required fields (those marked with an asterisk), enter your password, and click "Save." You can return to this screen to make changes at any time by clicking on the "Profile" link at the top of the ePlans portal page.

DEPARTMENT OF LABOR AND INDUSTRY **ePLANS**

🏠 Home   👤 Profile

My Profile ❓

Personal Information

In order to start your application request, please verify your profile information.

To be able to save changes in your Personal Information you must provide your Current Password.

First Name * `Willy`

Last Name * `Testwell`

Email * `wtestwell@gmail.com`

Phone * `[                    ]` x `[      ]`
The Phone field is required in XXX-XXX-XXXX format

Additional Phone `[                    ]` x `[      ]`

I Have a Company ● Yes ○ No

Company Name * `[                    ]`

Address 1 * `[                    ]`
The Address 1 field is required.

Address 2 `[                    ]`

Country * `(Not Specified)` ⌄
The Country field is required.

Province/State * `--`

City * `[                    ]`
The City field is required.

Postal Code/Zip Code * `[                    ]`
The Postal Code/Zip Code field is required.
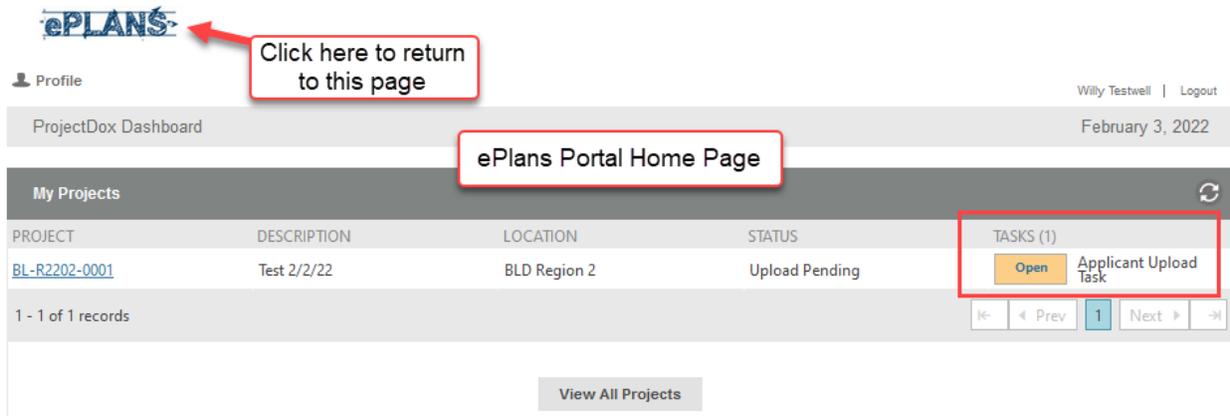
Current Password * `[                    ]`

[Save]   [Cancel]

> Fill in required fields, provide your password and click Save.

After saving your profile information you will be taken to the ePlans portal page, where your list of tasks and projects will be displayed. You can return to your ePlans portal page at any time by clicking the "ePlans" link at the top left of any ePlans page.


Your current Task assignments will be displayed in the "Tasks" column on the home page. You will receive email notifications when you are assigned tasks in ePlans. The ePlans portal page, as shown above, will be your starting point for starting and completing tasks. Other sections of the User Guide will cover details about completing specific tasks.

Subsequent Logins

During your initial login session you set up a password and entered your profile information. Subsequent logins will take you directly to your ePlans portal page (see above) where you will see your Tasks and Projects.

Managing Your Profile

You can update your profile information and change your password at any time by clicking the "Profile" button at the top of the Projects page.
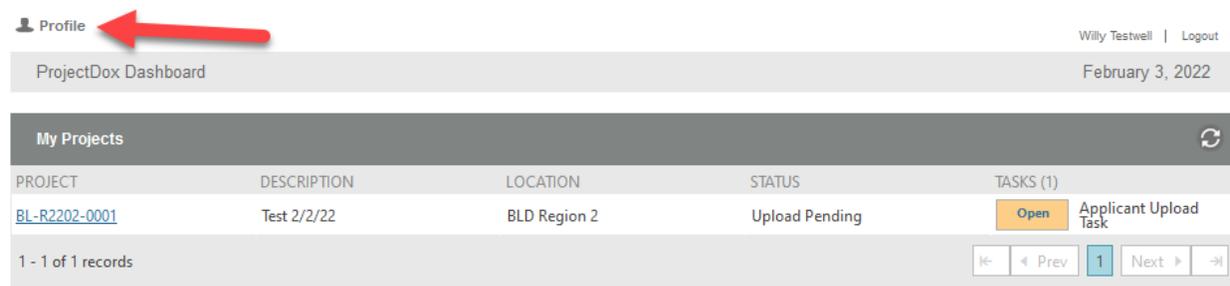
Reset Your Password

If you forget your password, you can reset it by clicking on the "Forgot password?" link below the "Login" button. After providing your email address a temporary password will be emailed to you.