

Ohio Board of Building Standards
Industrialized Units Online Plan Submission
User Guide

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Login with old account information

If you had an active account on the previous version of IUPlans you will be able to login to the new system with that information. You will then be prompted to update your password so it meets the new password requirements.

Login

User ID:

Password:

[Forgot Password?](#)

After logging in with our old information you will be taken to a page where you will be required to complete the information in the form.

Password:

Confirm Password:

Email Address:

Confirm Email:

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

If your password does not meet the password requirement you will see the highlighted message.

New Password: **Very Weak** **PASSWORD (minimum of 8 characters at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character)**

NOTE: password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#\$%^&*~+()_ ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

Correct any mistakes on the form and then click the Submit button.

Password: **Medium**

Confirm Password:

Email Address:

Confirm Email:

Secret Question 1:

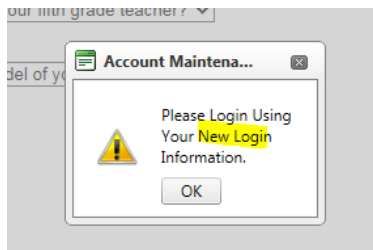
Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:



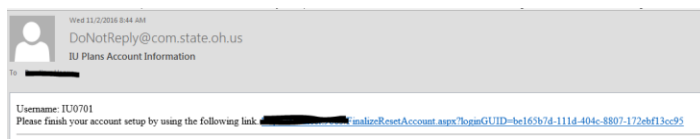
After the new information is saved you will be taken to the login screen. Where you will use the new password you just saved to login.

User ID:

Password:

New Account Setup

If you are creating a new account you will receive an email with your UserID and a link. When you click the link it will take you to page that requests additional account information.



You will need to supply the following:

- A password that meets the highlighted password requirement.
- A valid email address where account information will be sent.
- Secret questions and answers which will be used to recover forgotten passwords.

Commerce - BBS - IU Plans

New Password:

NOTE: password must be a minimum of 8 characters - at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character (e.g. \$, &, * - !, _). ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

If your password does not meet the password requirement you will see the highlighted message.

New Password: **Too Short** PASSWORD (minimum of 8 characters at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character)

NOTE: password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#\$%^&*~()_ ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

Please correct the password and click the Submit button.

New Password: **Medium**

NOTE: password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#\$%^&*~()_ ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Secret Question 1:

Answer 1:

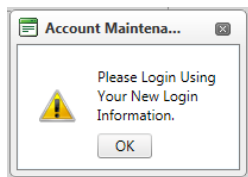
Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

After your account has been updated you will be directed to the login page.



Please login with the NEW password you just created.

User ID:

Password:

Forgot Password

To recover a lost password you will need to know the User Id its associated email address and the answer to the secret questions that were established when the account was set up. If you do not know all this information you will have to contact BBS and have your account reset.

Click the Forgot Password button

User ID:

Password:

Enter the User ID and email address for the account and click the Submit button.

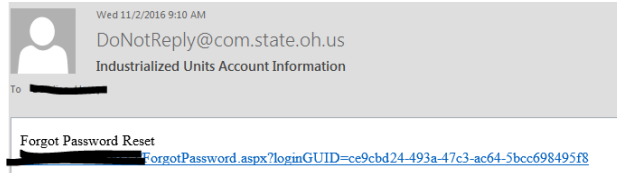
PASSWORD RECOVERY

If you have forgotten your password, please enter your email address below and we'll send you an email to reset it.

User ID:

Email:

If the UserId and email address provided match what is stored in the system. That email address will receive an email that will include a link.



Click the link and you will be taken to a page where you can change your password. Complete the form making sure to provide a password that meets the requirements and answer the secret question correctly.

Password:

Confirm Password:

Secret Question:

Answer:

If your password does not meet the password requirements you will see the highlighted message.

Password: Weak **PASSWORD (minimum of 8 characters at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character)**

Confirm Password:

Secret Question:

Answer:

Password: Medium

Confirm Password:

Secret Question:

Answer:

Note: You cannot use previous passwords. You will get the highlighted message if you attempt to use a previous password as your new password.

Password: **PASSWORD (can't use previous passwords)**

Confirm Password:

Secret Question:

Answer:



After submitting the new password information you will be taken to the login screen. Login with the password you just created.

User ID:	<input type="text" value="iu0209"/>
Password	<input type="password" value="*****"/>
	<input type="button" value="Login"/> <input type="button" value="Forgot Password?"/>

Successful Login

After a successful login you will see the main menu area of the application.

Commerce - BBS - IU Plans

Log-Out
Home

General Information

Manufacturer Information

Columbus, OH

Contact Information

Columbus, OH

Login Information

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

Pay an outstanding fee for a project or insignia request.

Please have the following ready before trying to pay a fee.

- Invoice Information
- Payment Information

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Upload Additional Information.

Please have the following information before submitting additional information.

- Original Project Number
- Additional Project Information (pdf)

Insignias and Shipping Reports

Request new insignias.

Please have the following information before submitting a request.

- Contact Information
- Shipping Information
- Payment Information

Shipping Reports.

Please have the following information before submitting shipping report information.

- Associated Project Number
- Serial Number
- Insignia Number
- Date Shipped and Offline
- Temporary/Final Location

Submit a new Project

To submit a new project click the Submit Plan button under the Plan Processing section. Note the information needed to submit a plan.

43004-

43004-

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

Pay an outstanding fee for a project or insignia request.

Please have the following ready before trying to pay a fee.

- Invoice Information

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Upload Additional Information.

Please have the following information before submitting additional information.

- Original Project Number

Complete the form with the required information. The email address will be where updates will be sent regarding this specific project.

Project Contact Information

Contact Name	<input type="text" value="Test User"/>	Related Project	<input type="text" value="Related Project"/>
Contact Email	<input type="text" value=""/>	Occupancy Type	<input type="text" value="A2, B, H3"/>
Contact Phone	<input type="text" value="(614) 555-1212"/>	Construction Type	<input type="text" value="2B, 4A"/>
Project Description (Model Name/Number or System Description)	<input type="text" value="Test Project"/>		
Notes	<input type="text" value="Test of a project upload"/>		
	<input type="button" value="Next"/>		

Plans Upload

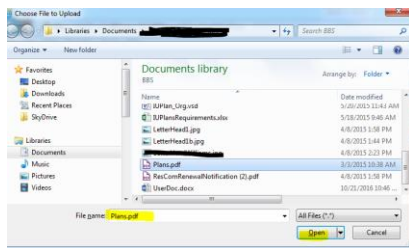
Next you will need to upload the plans that are to be reviewed.

Click Select and Browse to the plans on your local harddrive.

Project Plans Upload

Note: Plans must be in .pdf format.

Select the plans and click Open.

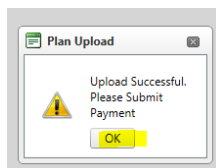


You will see the selected plan in the list above the Upload button. If you need to change the file click remove and begin the upload process again. Or, click Upload to submit the plans.

Project Plans Upload

Note: Plans must be in .pdf format.

Plans.pdf x Remove




After a successful upload you will see the invoice for this project. You can print this invoice for your records. From this screen you can Pay Online or Mail a Payment, we suggest Pay Online.

Online Payment

Pay Online **Mail Payment**

1 of 1 | Export to the selected format | Export

 **Department of Commerce**

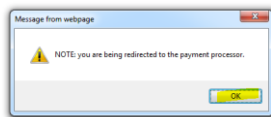
John R. Kasich, Governor
Jacqueline T. Williams, Director

INVOICE # 10307 TOTAL \$135.00 PROJECT# DATE 10/25/2016

INVOICE
DATE DUE 12/9/2016

No	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
10305	Application Fee	1	\$135.00	\$135.00
Sub Total				\$135.00
TOTAL				\$135.00

After clicking Pay Online you will be sent to the payment processor.



You can select either Credit Card or Electronic Check

 **Ohio Department of Commerce**
Division of Industrial Compliance

Industrialized Unit Plans

☐ Credit Card
☐ Electronic Check

Technical Support
If you need technical support for this online payment processing application, please send an email to EPPlans@com.state.oh.us.

© CBSS, INC.

Enter your payment information

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
The following link provides information regarding the [card security code](#).

Commerce - Industrialized Unit Plans (BETA) Payment Summary

Items: Quantity: 1 Description: Application Fee IU020907154: 1 HRS Price: \$135.00 Total: \$135.00
Total: \$135.00

Payment Information

* Credit Card Number: * Credit Card Type: *
* Expiration Month: * Expiration Year: *
* Card Security Code: *

Billing Information

First Name: Middle Name: *
* Last Business Name: * Phone: *
* Address Line 1: Address Line 2: *
* City: * State Province Region: *
* Zip Postal Code: * Country: *
Email: *

Continue

Technical Support
If you need technical support for this online payment processing application, please send an email to EPPlans@com.state.oh.us.

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When you confirm the information entered is correct your payment will be processed.

Commerce - Industrialized Unit Plans (BETA) Payment Summary

Items: Quantity: 1 Description: Application Fee Price: \$135.00 HRS: Total: \$135.00
Total: \$135.00

Payment Information

* Credit Card Number: * Credit Card Type:
* Expiration Month: * Expiration Year:
* Card Security Code:

Billing Information

First Name: Middle Name:
* Last Business Name: Test * Phone: 6145551212
* Address Line 1: Test St Address Line 2:
* City: Columbus * State/Province/Region: OH
* Zip/Postal Code: 43215 Country:
Email:

Confirm **Back**

Technical Support
If you need technical support for this online payment processing application, please send an email to EIPlans@com.state.oh.us.

© CBSS, INC.

After the payment has been processed you will be returned to the IUPlans application receipt page. Here you can print your receipt and then Log Out or click Home to return to the main menu page.

Commerce - BBS - IU Plans **Log-Out** **Home**

of Commerce
John R. Kasich, Governor
Jacqueline T. Williams, Director

Beth Inc
7276 st
Columbus OH 43004-
INVOICE
DATE DUE 12/9/2016

INVOICE # 10307 TOTAL \$0.00 PRODUCTS IU020907164 DATE 10/26/2016
Confirmation No. 226
Date: 10/26/2016 10:14:57 AM

No	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
10305	Application Fee	1	\$135.00	\$135.00
Sub Total				\$135.00
TOTAL				\$0.00

PAID

Please print a copy of the invoice for your records

Project Status

The project status page will allow you to check the status of any submitted project. This includes payment and invoice information.

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

Submit Plan

Pay an outstanding fee for a project or insignia request.

Please have the following ready before trying to pay a fee.

- Invoice Information
- Payment Information

View Invoices

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Project Status

Upload Additional Information.

Please have the following information before submitting additional information.

- Original Project Number
- Additional Project Information (pdf)

Additional Information

Sorting and Filtering Data

You can sort a column by clicking on the column titles. You can also filter results using the textboxes at the top of the columns.

Project Number	Model Number	StatusDescription
<input type="text"/>	<input type="text"/>	<input type="text"/>
1U020907154	Test Project	Ready For Review
1U020904389	TEST WITH NEW PAYMENT ENGINE	Application And Plan Received
1U020904379	FINAL TEST BEFORE GO LIVE	Ready For Review
1U020904387	TEST PLEASE IGNORE	Ready For Review
1U020904377	TEST FROM PRODUCTION FOR FILE MOVE	Ready For Review
1U020904859	TEST IGNORE	Application Received
1U020906545	TEST IGNORE	Application Received
1U020901795	TEST FOR PAYMENT	Application Received
1U020907125	TEST - IGNORE	Application And Plan Received
1U020904376	Testing after CBOSS updates 2011081	Ready For Review

Project Number	Model Number	StatusDescription
020907154		
1U020907154	Test Project	Ready For Review

To see invoice information click the arrow on the left side of the grid.

Project Number	Model Number	StatusDescription
020907154		
1U020907154	Test Project	Ready For Review
Project Invoices		
Invoice Number	Invoice Balance	Invoice Date
10307	\$0.00	10/25/2016
PAID		

Upload Corrections

If you receive a request for additional information or corrections you can upload it using the project status page.

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

Submit Plan

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Project Status

Pay an outstanding fee for a project or insignia request.

Please have the following ready before trying to pay a fee.

- Invoice Information
- Payment Information

View Invoices

Upload Additional Information.

Please have the following information before submitting additional information.

- Original Project Number
- Additional Project Information (pdf)

Additional Information

Find the project you need to submit corrections for then click the Upload Plan link.

Project Number	Model Number	StatusDescription
<input type="text"/>	<input type="text"/>	<input type="text"/>
1U020907154	Test Project	Corrections Required
Upload Plan		

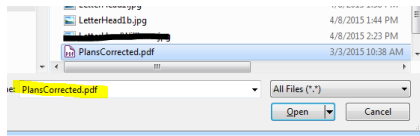
Then follow the same steps when you uploaded the original plans.

Project Plans Upload

Note: Plans must be in .pdf format.

Select

Upload

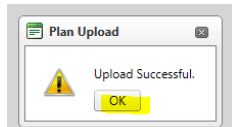


Project Plans Upload

Note: Plans must be in .pdf format.

PlansCorrected.pdf x Remove

Upload



You can also submit additional information by clicking the Additional Information button from the main menu.

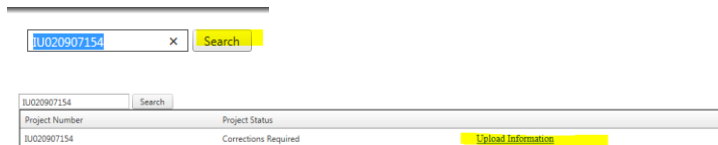
Upload Additional Information.

Please have the following information before submitting additional information.

- Original Project Number
- Additional Project Information (pdf)

Additional Information

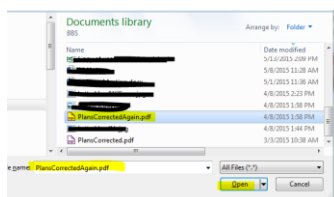
Find the project, click the Upload Information link and follow the upload procedure.



Project Plans Upload

Note: Plans must be in .pdf format.

Select
Upload



Project Plans Upload

Note: Plans must be in .pdf format.

PlansCorrectedAgain.pdf x Remove

Upload

Pay for Approved Plans

If you receive an email indicating your plans have been approved but a review fee has been added because additional review time was required. You will need to pay the additional review fee before you are able to download the approved plan.

Test User:

The Plans for Project# IU020907154 have been approved.
Please note, a review fee has been added due to additional review time needed.

Michael J. Beggs, M.D.
The Ohio Board of Building Standards
On Behalf of the Board

Go to the Project Status page

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

Submit Plan

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Project Status


Find the plan with the fee you would like to pay and click the Make Payment link.

Project Number	Model Number	Status/Description
IU020907154	Test Project	Plans Approved Unpaid Review Fee
Project Invoices		
Invoice Number	Invoice Balance	Invoice Date
10307	\$0.00	10/25/2016
10308	\$250.00	10/26/2016

You will see the invoice for the additional review fee. Click the Pay Online button.

Pay Online Mail Payment

Export to the selected format Export

 **Department of Commerce**

John R. Kasich, Governor
Jacqueline T. Williams, Director

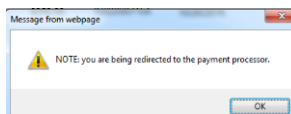
INVOICE # 10308 TOTAL \$250.00 PROJECT# IU020907154 DATE 10/26/2016

INVOICE

DATE DUE 12/10/2016

No	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
10306	Project Review Fee	2.5	\$100.00	\$250.00
			Sub Total	\$250.00
			TOTAL	\$250.00

You will then be taken to the payment processor. The process will be the same as the original payment.



Industrialized Unit Plans

- ☐ Credit Card
- ☐ Electronic Check

Technical Support
If you need technical support for this online payment processing application, please send an email to EPlans@com.state.oh.us.

Industrialized Unit Plans

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
The following link provides information regarding the [card security code](#).

Commerce - Industrialized Unit Plans (BETA) Payment Summary

Items: Quantity: 1 Description: Project Review Fee IU020907154: 2.5 HRS Price: \$250.00 Total: \$250.00

Total: \$250.00

Payment Information

* Credit Card Number:

* Credit Card Type:

* Expiration Month:

* Expiration Year:

* Card Security Code:

Billing Information

First Name:

Middle Name:

* Last/Business Name:

* Phone:

* Address Line 1:

Address Line 2:

* City:

* State/Province/Region:

* Zip Postal Code:

Country:

Email:

Continue

Technical Support
If you need technical support for this online payment processing application, please send an email to EPlans@com.state.oh.us.

Industrialized Unit Plans

Confirm Payment Information

Please confirm that your credit card payment and billing information below is correct.

Commerce - Industrialized Unit Plans (BETA) Payment Summary

Items: Quantity: 1 Description: Project Review Fee IU020907154: 2.5 HRS Price: \$250.00 Total: \$250.00

Total: \$250.00

Payment Information

* Credit Card Number:

* Credit Card Type: Visa

* Expiration Month:

* Expiration Year:

* Card Security Code:

Billing Information

First Name:

Middle Name:

* Last/Business Name:

* Phone:

* Address Line 1:

Address Line 2:

* City:

* State/Province/Region:

* Zip Postal Code:

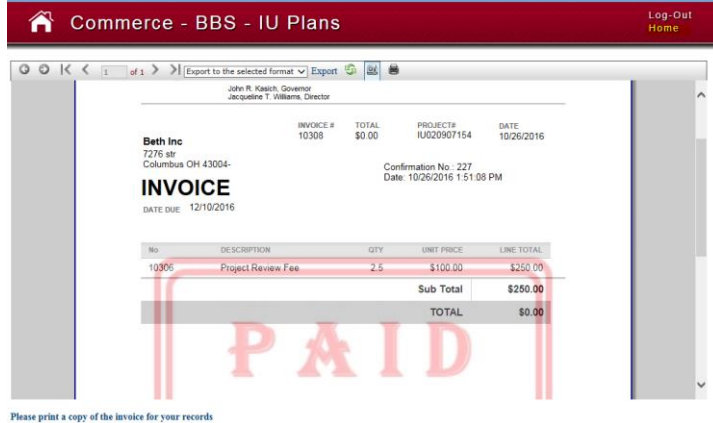
Country:

Email:

ConfirmBack

Technical Support
If you need technical support for this online payment processing application, please send an email to EPlans@com.state.oh.us.

After the payment processing has been completed successfully you will be return to the receipt page.



If you click Home to go to the main menu then the Project Status button you will be able to download the approved plan.

Plan Processing

Submit a new project plan.

Please have the following information ready before attempting to submit a plan.

- Project Contact Information
- Project Plan That Will Be Uploaded
- Payment Information

View Project Status.

- Check Project Status
- Make Payment
- Upload Additional Information

Submit Plan

Project Status

Pay an outstanding fee for a project or insignia request.

Upload Additional Information.

IU020907154	Test Project	Approved Paid	Download Plan
Project Invoices			
Invoice Number	Invoice Balance	Invoice Date	Invoice Status
10307	\$0.00	10/25/2016	PAID
10308	\$0.00	10/26/2016	PAID



Insignia Requests

To request insignias click the Insignia Request button on the main menu page.

Insignias and Shipping Reports

Request new insignias.

Please have the following information before submitting a request.

- Contact Information
- Shipping Information
- Payment Information

Shipping Reports.

Please have the following information before submitting shipping report information.

- Associated Project Number
- Serial Number
- Insignia Number
- Date Shipped and Offline
- Temporary/Final Location

Insignia Request

Shipping Reports

Provide the required information. This information will include the number of insignias requested as well as the delivery method.

Request For Industrialized Unit Insignias

Manufacturer	Mail To	Requestor
Manufacturer Name	Use MFG Address <input checked="" type="checkbox"/>	Requestor's Name
Street Address	Street Address	Title
City	City	Phone No
State	State	Fax No
Zip	Zip	
Contact Person	Contact Person	

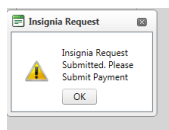
Insignias Requested

Number Requested	Price Per Insignia	Total Amt Due
10	\$50.00 EA	\$500.00

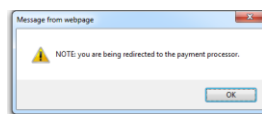
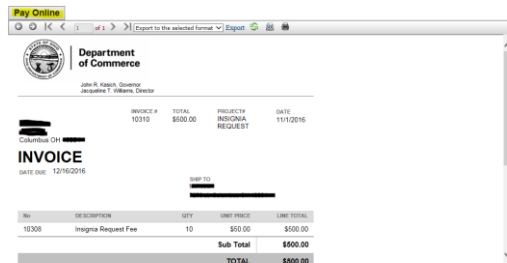
Delivery Method

Certified U.S. Mail

Submit Cancel



After submitting the request you will be required to pay for the insignias online. This process is the same as the other online payments.



Ohio.gov **Ohio Department of Commerce**
Division of Industrial Compliance

Industrialized Unit Plans

☐ Credit Card
☐ Electronic Check

Technical Support
If you need technical support for this online payment processing application, please send an email to ITPlans@com.state.oh.us.

© CROSS, INC.

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

Technical Support
If you need technical support for this online payment processing application, please send an email to EPlans@com.state.oh.us.

Please confirm that your credit card payment and billing information below is correct.

Technical Support
If you need technical support for this online payment processing application, please send an email to EPlans@com.state.oh.us.

After your payment has been successfully processed you will return to the receipt page.

Please print a copy of the invoice for your records

Shipping Reports

To submit a shipping report click the Shipping Reports button on the main page.

Insignia and Shipping Reports

Request new insignias.

Please have the following information before submitting a request.

- Contact Information
- Shipping Information
- Payment Information

Insignia Request

Shipping Reports.

Please have the following information before submitting shipping report information.

- Associated Project Number
- Serial Number
- Insignia Number
- Date Shipped and Offline
- Temporary/Final Location

Shipping Reports

Click the Add new record link at the top of the grid.

+ Add new record					Refresh
Preparer FirstName	Preparer LastName	Preparer Phone	Preparer Email	Report Month	
>		(614) 555-1212		07/2007	Edit
>		(614) 555-1111		06/2007	Edit
>		(123) 412-3421		12/2015	Edit

Complete the report's general information form and click insert.

+ Add new record

Preparer FirstNamePreparer LastName

Preparer FirstName:

Preparer LastName:

Preparer Phone:

Preparer Email:

Report Month:

InsertCancel

After inserting the new shipping report record click the arrow on the left side of the row. The row will expand down allowing you to add details to the report.

+ Add new record					Refresh	
Preparer FirstName	Preparer LastName	Preparer Phone	Preparer Email	Report Month		
>				07/2007	Edit	
>				06/2007	Edit	
>				12/2015	Edit	
>						
Test	User	(614) 555-5555	test@test.com	10/2016	Edit	

To add details to the shipping report click the Add New Record link.

Test	User	(614) 555-5555	test@test.com				10/2016				Edit				
+ Add new record														Refresh	
Approved Project	Serial Number	Insignia Number	Date Offline	Date Shipped	Final Address	Final City	Final State	Final Zip	Final County	Temp Address	Temp City	Temp State	Temp pZip	Temp County	
No child records to display.															

Complete the shipping report detail form and then click the insert link. Note, the shipping report must be tied to an APPROVED PROJECT.

+ Add new record

Refresh

Approved Project:

Serial Number:

Insignia Number:

Date Offline:

Date Shipped:

Final Address1:

Final City:

Final State:

Final Zip:

Final County:

Temp Address1:

Temp City:

Temp State:

Temp pZip:

Temp County:

InsertCancel

No child records to display.

Insert Successful

Insert has been successful.

OK

After inserting the detail you can continue to add more or edit the existing one. To add more click the add new record link again. To edit an existing item click the Edit link on the right side of the row you would like to edit.

▼	Test	User	(614) 555-5555		test@rest.com	10/2016	Edit							
+ Add new record														
Refresh														
Approved Project	Serial Number	Insignia Number	Date OffLine	Date Shipped	Final Address1	Final City	Final State	Final Zip	Final County	Temp Address1	Temp City	Temp State	Temp p2Zip	Temp County
BU02007154	105220452	1	10/1/2016	10/11/2016	Test	Test City	OH	43213	Franklin					Edit