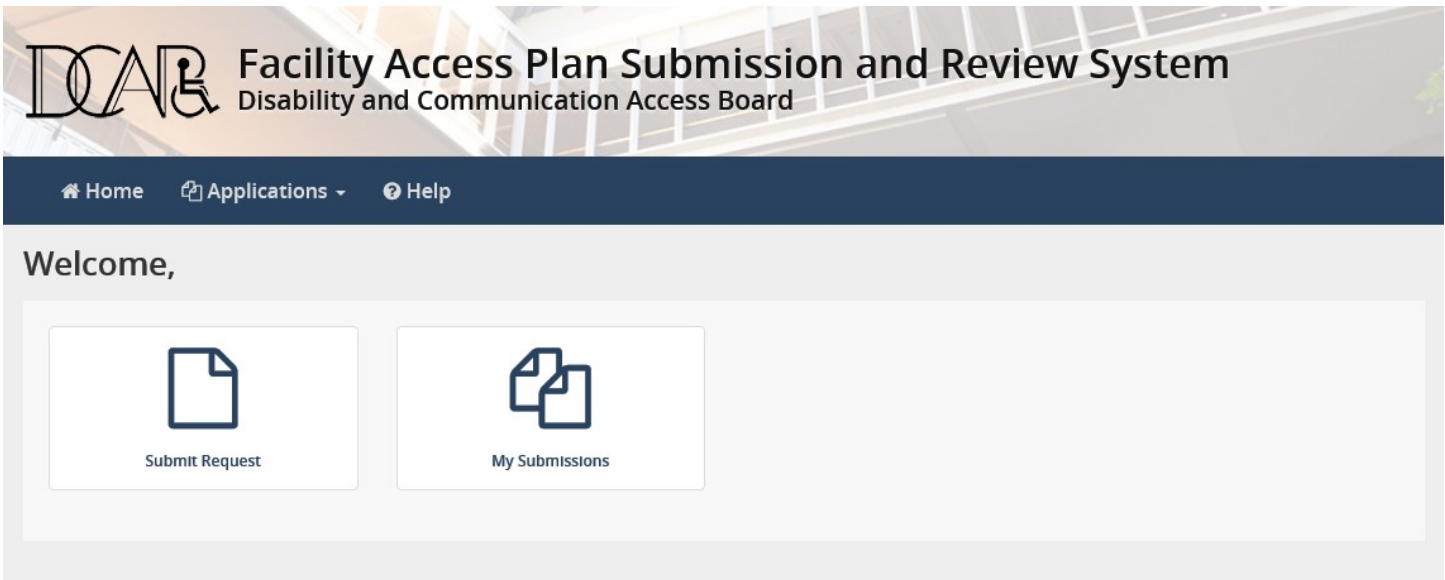
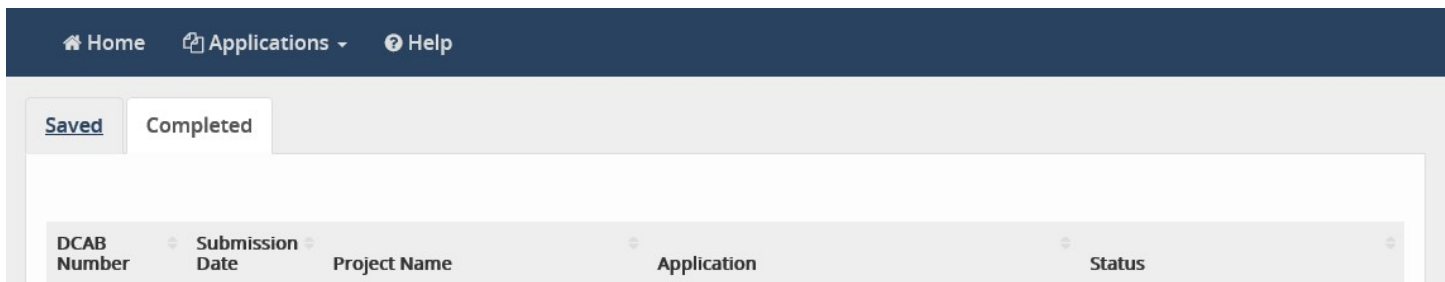


Project review, status and deficiencies

1. From your web browser, go to: <https://fau.ehawaii.gov/fau/>
2. Enter in your eHawaii.gov account log in credentials at the right side of the page.
3. On the main plan submission page;



4. Click on the “My Submissions” icon and you will be taken to the “Completed” application queue page where you should see all your submitted HRS 103-50 Transmittal Form s along with the submission date, assigned DCAB job number and current status. You may view the details of a submitted form by clicking on the “view” button at the right of each entry.



- Clicking on the “Saved” tab will display your “save for later” applications that have not been submitted yet. Here you can resume the application submission, or delete the application submission by clicking on the appropriate button.
5. As your project goes through the various stages of the review process, the status will change accordingly. There are numerous status categories shown in no particular order ;
 - Submitted: Initial submission of project application.
 - Pending Payment: Project application has been reviewed, a review fee has been set, and DCAB is awaiting payment or review fee.
 - In Queue: Payment has been received and project is in the review queue.

- Waiting Response: Project review is in progress, deficiencies have been found and a list of the deficiencies were sent to the submitter, and DCAB is awaiting submitter responses.
- Amended: Information updated and/or submitters' responses to deficiencies have been amended to project and is awaiting DCAB review.
- Pending Documents: A request for additional documentation has been requested by DCAB.

Addressing deficiencies

1. Once the DCAB reviewer has reviewed your submittal, if any deficiencies are found, an email notification of the deficiencies will be sent instructing you to log in to the DCAB Plan Review system to view deficiencies and provide your comments/responses. The email will also contain a link to upload attachments; e.g. revised construction documents. *Note, uploading attachments is possible only through the link provided in the email.*
2. Log in to the Facility Access Plan Submission and Review System using your eHawaii.gov account credentials.
3. On the main plan submission page, click on the “My Submissions” icon and click on the “view” button for the appropriate project with the status “Waiting Response” and click on the “Deficiencies” tab. OR via the “deficiency noted” email, you may click on the link to view comments, and once you are logged in, it should take you to the appropriate project deficiency listing.
4. On the deficiencies page, ensure that the “Active” deficiencies are shown, look for “Active” to be highlighted in blue. *Note, you may sort the list by clicking on the appropriate label; e.g. id, deficiency, sheet .* Clicking on “Complete” will show the deficiencies that have been addressed no further action required .

The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Applications, Inbox (with a notification icon), and Help. Below the header, there are two tabs: "Submission Details" and "Deficiencies", with "Deficiencies" being the active tab. The main content area displays "DCAB #" and "Project Name:" fields. Below these is a section titled "Deficiencies" with the text "Below is a list of deficiencies found for this submittal." There are two filter buttons: "Active" (highlighted in blue) and "Complete". At the bottom, there is a table header with columns: "Id" (with a dropdown arrow), "Deficiency", "Sheet", and "Comments".

5. Upon review of the deficiencies, revisions of the construction documents may be required. If required, once all revisions to the construction documents have been made, click on the link in the “request for updated documents” email to upload the revised construction documents PDF format . *Note, uploading attachments is possible only through the link provided in the email.*
 - a. On the main Attachments page, please check the DCAB job number and Project Name to ensure that your uploads are going to the correct project.
 - b. For each revised file, click on the “Upload Attachment” button, select the revised file and click on the “Upload” button. Repeat as necessary for each revised file.
 - c. When you are done uploading the revised files, on the main Attachments page click on “Finished Uploading”. The project status will change to “Amended” and put the project back in the review queue.

6. For each deficiency, click on the “Add/View” button to add comments/responses. Type in your comment/response in the text box, then click the “Add Comment” button. *Note, please review your comment before clicking the “Add Comment” button as once the comment is added, it cannot be edited .*

Comments

Id	User	Comment
1		6/A-501: The forward approach clear floor space under the sink does not appear to comply with the section below. Please provide more information for review.

Add Comment

Close Add Comment

7. Once all comments/responses have been added, click the “Resubmit” button. This will change the project status to “Amended” and put the project back I the review queue.

Resubmit

8. This process will repeat until all deficiencies are addressed. Once all deficiencies are addressed, then DCAB will issue the final document review.