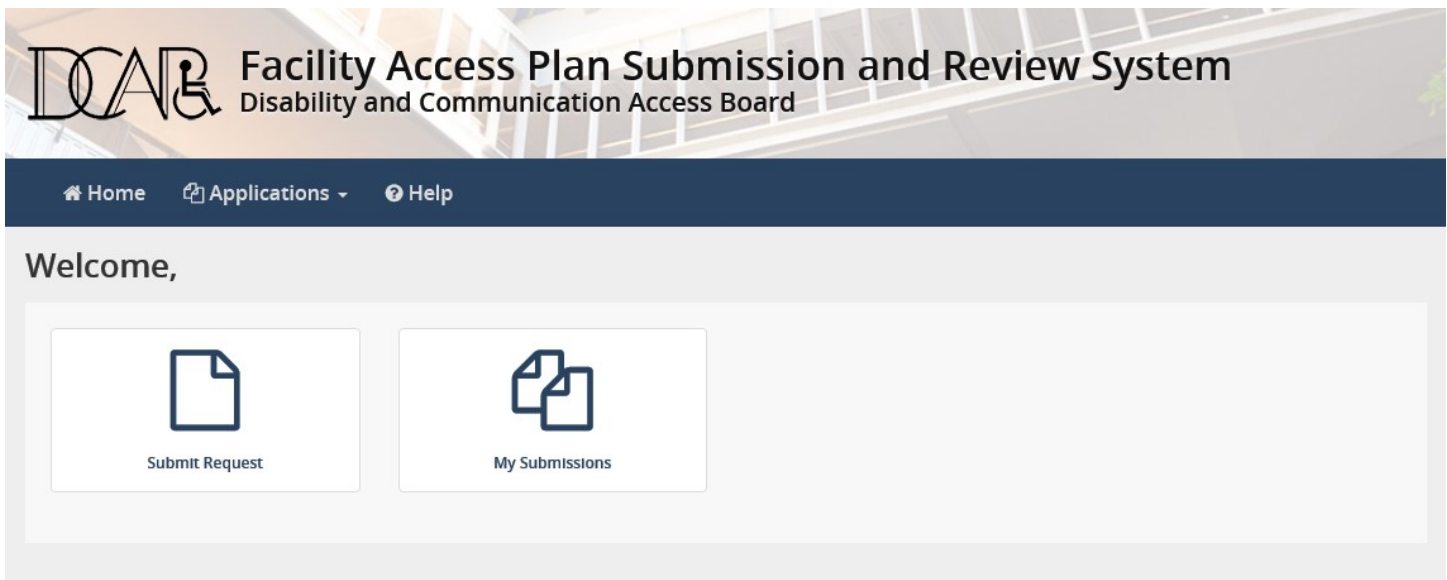


# Submitting a plan review request

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;



- There is a blue navigation bar with links for;
    - Home: Brings you to the main home page for the Facility Access Plan Submission and Review System.
    - Applications: The drop down menu contains links to; start a new HRS 103-50 Document Transmittal application, and view previously submitted applications.
    - Help: Takes you to the FAQ .
  - The main area with links for;
    - Submit Request: Starts a new HRS 103-50 Document Transmittal application.
    - My Submissions: View previously submitted applications.
4. Click on the “Submit Request” icon and you will be taken to the HRS 103-50 Document Transmittal Form page.
  5. Enter in the HRS 103-50 Transmittal Form information e.g. Department/Agency, Design Consultant, etc. for Page 1: Contact Information. *Note, the email address es indicated on the HRS 103-50 page is where all project related correspondence will be sent .*
  6. When done, click “Next Page” to fill in the information for page 2.
  7. On page 2, enter in the project information e.g. project information, etc. and upload the construction documents in PDF format. *Note, a hard copy set of the construction documents is not required unless requested by the reviewer .*

8. When done, click the “Review” button, review the information entered for accuracy before clicking “Submit”. *Note, once the application is submitted, changes can longer be made via the web site. To make changes, please call our office .*
9. After clicking the “submit” button, you should get the submission confirmation page. A confirmation email will be sent to the email address es provided on the HRS 103-50 Transmittal.
10. In the blue navigation bar, clicking on “Applications” then “Application Queue”, will take you to your application queue where you should see the HRS 103-50 Transmittal Form that was just submitted along with the submission date, assigned DCAB job number and current status. You may view the details of your submitted form by clicking on the “view” button at the right of each entry.

## **What to expect next . . .**

- ⇒ Once your submission is completed, our office will review the submission and calculate the plan review fee. Once the fee is determined, you should receive an email requesting payment. *Note, payment methods are by check or by credit card .*
- ⇒ Once payment is received, your submission will be logged in the project queue for review.