




**Instructions for downloading files to cloud**

1. Please click on the following link to access the Plan Review Cloud:  
<https://cloud.maricopa.gov/#/>.
2. You will use the following info to access the cloud:
  - i. User Name: EHPlans
  - ii. Password: Plans (*password is case sensitive*)
3. You will drag and drop or use the  icon to upload individual file(s); a folder may not be recognized by the system.
4. Please name the file(s) by business name (and address if submitting for multiple locations).
5. Please avoid any special characters when naming files (e.g. /, -, !, \*, #, etc.) as the program will not recognize them.
6. If you upload an incorrect file or have questions, please contact our us at (602) 506-6824 or by email at [esplanreview@maricopa.gov](mailto:esplanreview@maricopa.gov) .
7. Google Chrome is the preferred browser; Internet Explorer may work, but not guaranteed.