

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040 PHONE:

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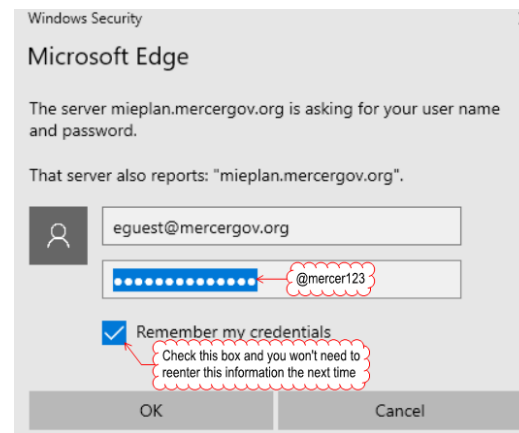


READING AND REPLYING TO MIEPLAN COMMENTS

HOW TO READ AND REPLY TO CORRECTION COMMENTS ON YOUR REVIEW PDF

1. Click on the link that you received in the correction email. It will be in the format similar to this:
https://mieplan.mercergov.org/adobe/ePlan/~CurrentSharedReviews/#####-###-SUB#-PLANS_review.pdf

2. After you click on the link, you may see a dialog box that asks for your credentials (unless you have already clicked the "Remember my credentials" check box). Here you will enter "eguest@mercergov.org" as your user name, and "@mercer123" for the password. Correctly entering this information gives you access to the file.



3. After you log in, your browser will display the pdf. **Most** browsers will not show any comments.
4. Download the file to your computer. The method for downloading a file differs between the browsers—some will have the Save option in the menu, others by right clicking, and others by moving the mouse to the bottom portion of the screen.
5. Open the file in **Adobe Reader or Acrobat**. You **must** use an Adobe product to view and respond to the comments. A link to a free download of Adobe reader is located [here](#)

- If this is your first time using an Adobe shared review, you will need to provide some basic information that will identify you to the other reviewers and shared review invitees. This information will only need to be completed once and is stored in the program preferences. However, you can change it at a later date if you need to.

Adobe Acrobat Reader

This information identifies you to all reviewers:

Email Address (required field):

Name (required field):

Title:

Organization Name:

The above information is stored in Adobe Acrobat Identity Preferences.

OK Cancel

- The first time you open a shared review file, you will need to provide your credentials again. This gives Acrobat or Reader permission to access and update the drawing file on the Mercer Island server.

Remote Service Authentication

Server: mieplan.mercergov.org
 Realm: mieplan.mercergov.org

Username:

Password:

Save this information. Check this box and you won't need to reenter this information the next time

OK Cancel

- The comments should appear on the right hand side of the pdf. You can click "Check for New Comments" in the yellow bar to ensure you have all of the comments.

City Hall
 36th Street, Mercer Island Washington

SHEET INDEX

PROPOSED AREA	PROPOSED SQUARE FEET	PROPOSED COST	DESCRIPTION
21,842	1,920	15,760	...
16,270		9,975	...
		34,737	...

COMMENTS

2 Comments

Page 1 of 2

MePlan Coordinator ...
 Please update for current code
 12/6/2018 3:27 PM

MePlan Coordinator ...
 Update sheet index
 12/6/2018 3:28 PM

