



Steps to Change Password for Plan Submissions Online (PSO)

There are multiple ways PSO users can access online services. The most frequently used option to access PSO is using the following url:

<https://plansubmissions.silvacom.com/specs/login.html>

NOTE: You will also need to change your password to access ISC Online Services. For more information on how to change your ISC Online Services password see [Password Change for all other ISC Online Services](#).



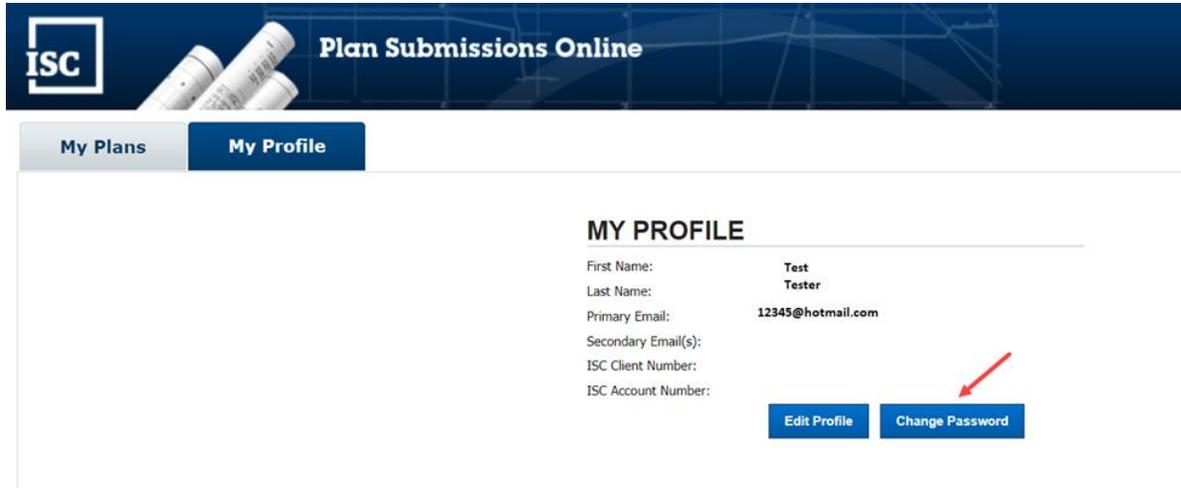
1. Select the **My Profile** tab.



2. My Profile opens. Select the **Change Password** button.

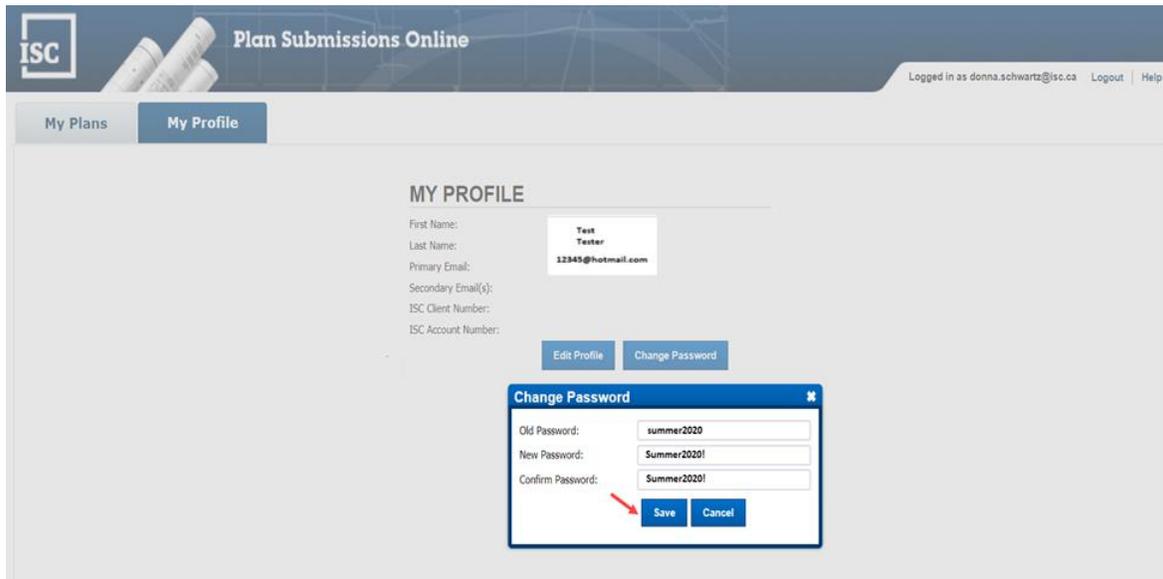


Steps to Change Password for Plan Submissions Online (PSO)



3. The **Change Password** window displays. Enter your **Old (current) Password**, **New Password** and **Confirm Password**.

NOTE: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lower case letter, 1 number and one of these characters !@\$*





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4. Select **Save**.

A dialog box titled "Change Password" with a close button in the top right corner. It contains three input fields: "Old Password:" with the value "summer2020", "New Password:" with the value "Summer2020!", and "Confirm Password:" with the value "Summer2020!". Below the fields are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

5. The **Success** window displays confirming your password has been changed.

A screenshot of the "Plan Submissions Online" website. The page shows the "My Profile" tab selected. The profile information includes: First Name: Test, Last Name: Tester, Primary Email: 12345@hotmail.com, Secondary Email(s):, ISC Client Number:, and ISC Account Number:. There are "Edit Profile" and "Change Password" buttons. A "Success" dialog box is overlaid on the page, displaying the message "Your password has been updated." with an "OK" button.

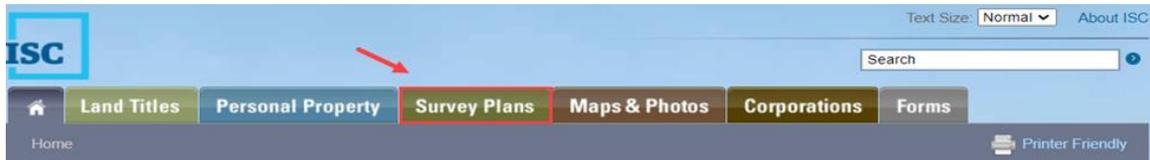
6. You are ready to select the My Plans tab to continue.

A screenshot of the "Plan Submissions Online" website showing the "My Plans" and "My Profile" tabs. The "My Plans" tab is highlighted with a red border, indicating it is the selected option.

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Other options located on the ISC Home Page include:

A. Select the Survey Plans Tab



1. Select **Submit a Plan Online**.



2. Select **Submit Plan**.

Submit a Plan Online

Reduce costly rework and improve efficiency by submitting your plans online. Using Plan Submissions Online allows you to enter, check and store your plans of survey and descriptive plans online before automatically submitting them to ISC for examination and approval.

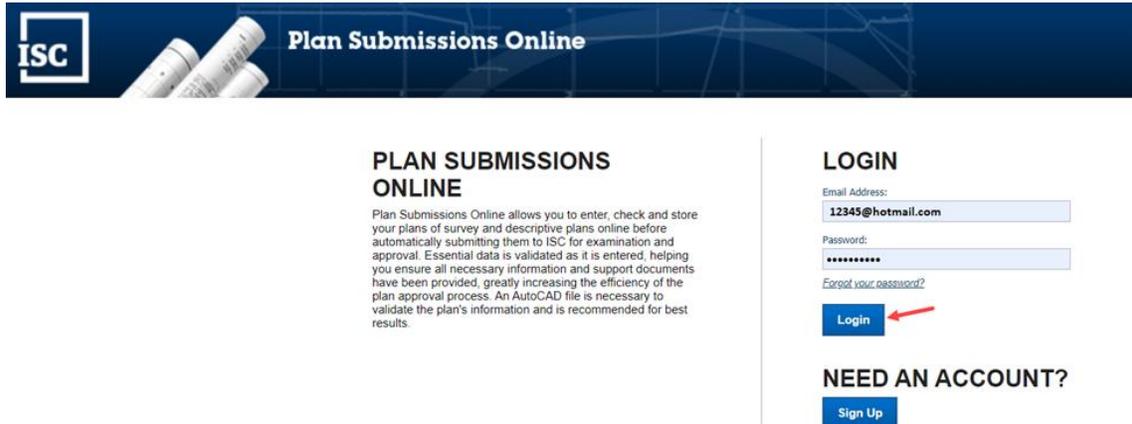


An AutoCAD file is necessary to validate the plan's information and is recommended for best results.



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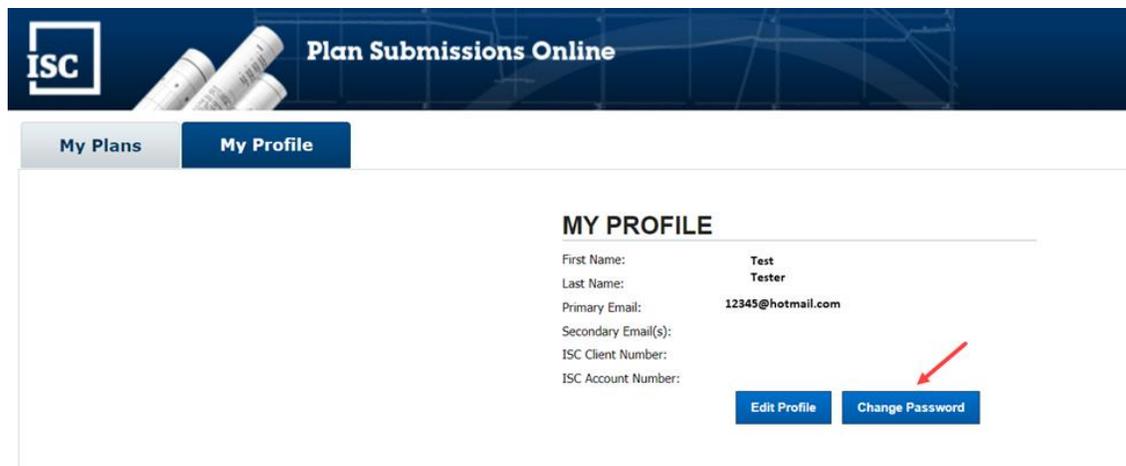
3. Select **Login**.



4. Select the **My Profile** tab.



5. **My Profile** opens. Select the **Change Password** button.

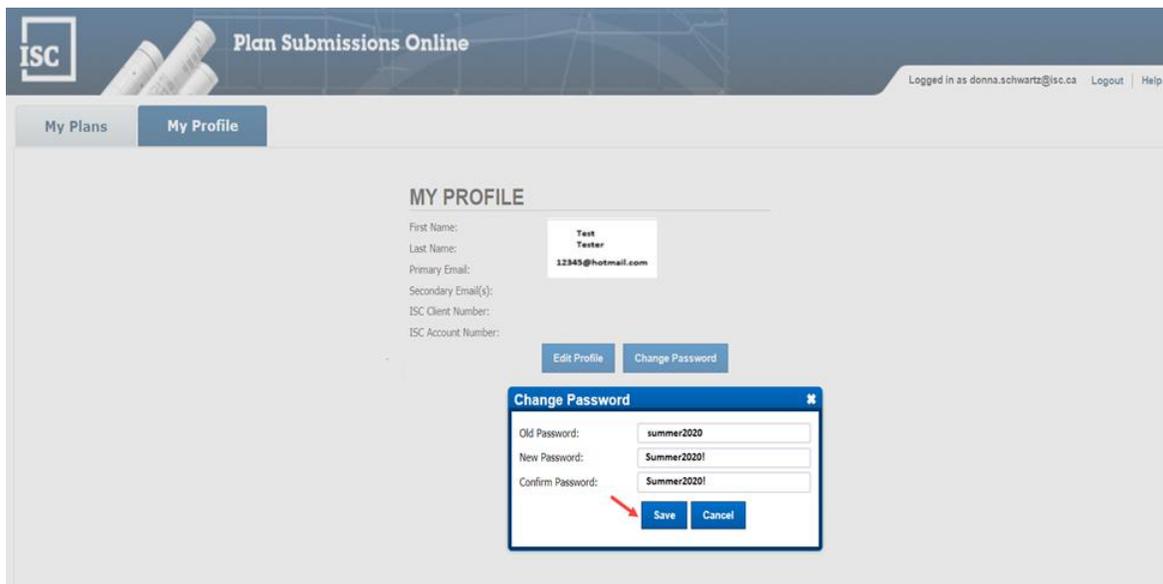




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6. The **Change Password** window displays. Enter your **Old (current) Password**, **New Password** and **Confirm Password**.

NOTE: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lowercase letter, 1 number and one of these characters !@\$*



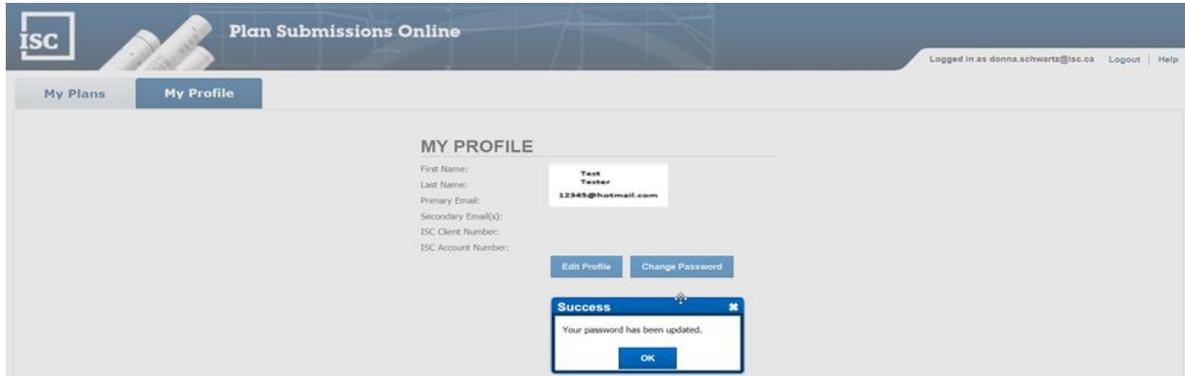
7. Select **Save**.



8. The **Success** window displays confirming your password has been changed.



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9. You are ready to select the My Plans tab to continue.





Steps to Change Password for Plan Submissions Online (PSO)

B. Sign-in for ISC Online Services

The screenshot shows the ISC website home page. At the top, there is a search bar and a 'Text Size: Normal' dropdown. Below the search bar is a navigation menu with tabs for 'Land Titles', 'Personal Property', 'Survey Plans', 'Maps & Photos', 'Corporations', and 'Forms'. A 'Home' link and a 'Printer Friendly' icon are also visible. The main content area features a 'Company Information' section with a list of services: 'Land Titles', 'Personal Property', 'Survey Plans', 'Maps & Photos', and 'Corporations'. A 'COVID-19 Update' notice is displayed, stating that in-person customer service is available at Regina and Saskatoon locations only, with appointments required. To the right, there is an 'Online Services' section with a red box around it. This section includes links for 'Sign-in' (indicated by a red arrow), 'Login', and 'Book appointment'. Below this is a 'Contact Us' section with a 'Customer Support' link. At the bottom left, there is a 'What's New?' section.

1. Sign in.

The screenshot shows the ISC Sign-In form. It has the following fields: 'User Name: [input] * Required', 'Password: [input] * Required', 'Client Number: [input] * Required', 'Account Number: [input]', and 'Client Reference: [input]'. There is a checked checkbox for 'Remember User Name, Client Number And Account Number'. A 'NOTE' states: 'NOTE: User names and Passwords may not include spaces.' Below the note is a link for 'ISC Online Services Terms of Use'. At the bottom right is a blue 'Sign-in' button.

2. Scroll down the ISC Online Services menu on the left side of your screen to **Survey Plans** and select **Plan Submissions Online**.

The screenshot shows the 'Survey Plans' menu item, which is expanded to show a sub-menu. The 'Plan Submissions Online' option is highlighted with a red box.



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3. Plan Submissions Online will open. Enter your email address and current password. These may auto-populate if you previously saved your password.
4. Select **Login**.

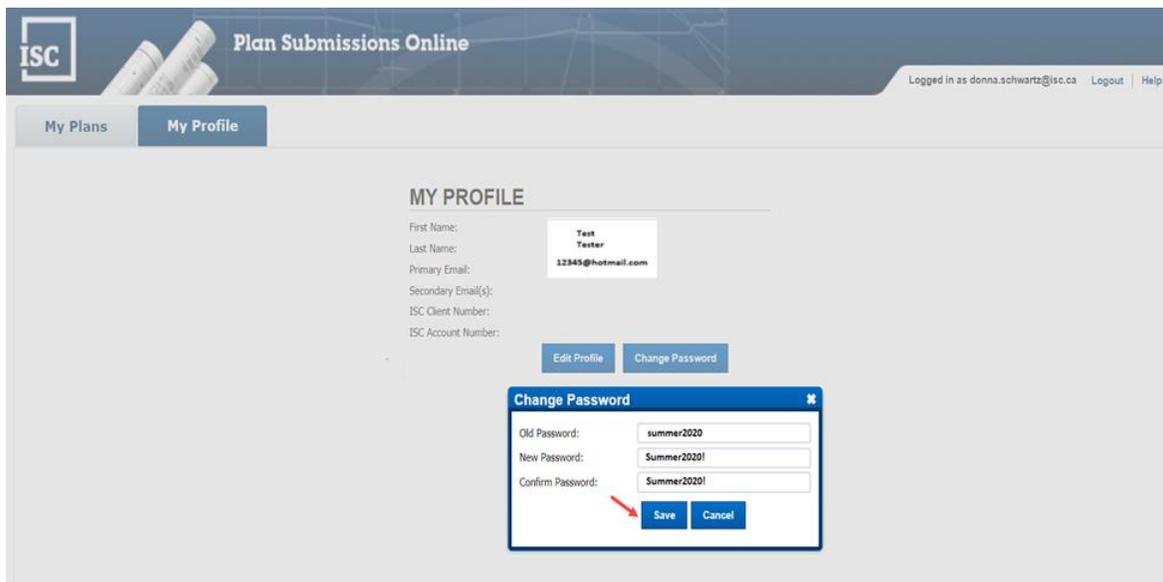
5. Select the **My Profile** tab.

6. When **My Profile** opens, select the **Change Password** button.

Steps to Change Password for Plan Submissions Online (PSO)

7. The **Change Password** window displays. Enter your **Old (current) Password**, **New Password** and **Confirm Password**.

NOTE: Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lowercase letter, 1 number and one of these characters !@\$*



8. Select **Save**.



9. The **Success** window displays confirming your password has been changed.



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10. You are ready to select the **My Plans** tab to continue.





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Password Change for all other ISC Online Services

1. Sign in to ISC Online Services using your existing ISC sign in credentials.

Sign-In

User Name: * Required

Password: * Required

Client Number: * Required

Account Number:

Account Password:

Client Reference:

Remember User Name, Client Number And Account Number.

NOTE: User names and Passwords may not include spaces.

By signing in you agree to accept the [ISC Online Services Terms of Use](#).

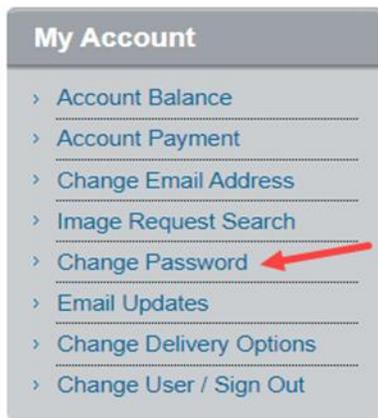


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2. Select **My Account** in the top left corner of the page.



3. My Account details display. Select **Change Password**.



***Important Note:** This option only allows you to change your User Name password.

4. **Change Password Information** window displays. Enter your **Old (current) Password**, **New Password** and **Confirm New Password**, then select **Next**.

The screenshot shows the 'Change Password Information' form. It includes the following text and fields:

- Please complete the fields below to change your Password.
- Password:** Passwords are case-sensitive, must be 8 to 16 characters, contain at least 1 uppercase letter, 1 lowercase letter, 1 number and one of these characters !@\$*
- Old Password: * Required
- New Password: * Required
- Confirm New Password: * Required
- Next button

A red arrow points to the 'Next' button.



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5. **Change Password Confirmation** window displays.



6. Proceed to ISC Home.