



Digital Plan Submittal System

How to Manage User Accounts

Establish an Account

Each company is provided an administrative access account to the Las Vegas Valley Water District (District) Digital Plan Submittal system.

Your company should identify one or more account administrators, who are responsible for adding, removing and changing your company user accounts.

Account Authorization

To obtain an administrative account, complete an Access Authorization letter and submit to the Water District on your company letterhead.

The letter template can be found on LVVWD.com or at the Engineering Services counter at the District's main offices: 1001 S. Valley View Blvd.

First Time You Log In

The first time users log in to the Digital Plan Submittal system, they will be asked to do the following:

- Read and accept the Terms of Use
- Reset their password

LAS VEGAS VALLEY WATER DISTRICT

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Overview **Digital Plans and Inspections**

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Recent Activity

Date	Number	Project Title	Status
07/27/2009	110963	CCPW NORTHERN BELTWAY WIDENING TENAYA TO DECATUR	Project Plans under review by Engineering Services.
06/22/2009	115841	UMC PARKING LOT EXPANSION	Project Plans approved by LVVWD.
03/03/2009	115373	CLV GOWAN OUTFALL LONE MT. BRANCH	Engineer notified to pickup Project Plans.
03/02/2009	115890	MEADOWS SCHOOL ATHLETIC COMPLEX PHASE 2	Engineer picked up financial/contractual documents and/or checkprints.
02/27/2009	115594	CLV LONE MOUNTAIN TRAIL PEDESTRIAN BRIDGE	Engineer picked up financial/contractual documents and/or checkprints.

Project Search
Search by project number or title

Search
[View all projects >](#)

Common Activities

- Download Drawings
- Apply for Water Plan Review
- Record Drawing Request

Related Information

- CAD Standards
- UDACS
- Technical Bulletins
- Approved Products List

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Your company account administrator can add, delete and change accounts by selecting "Manage Accounts" from the navigation.

The company administrator(s) logs into the Digital Plan Submittal system and clicks "Manage Accounts."

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User accounts are automatically de-activated after 60 days of non-use.

[Add Account](#)

Username	First Name	Last Name	Email	Privileges	Status
Ray Bl...			rlvwd.com	View & Download	Active
Rebeka DeVitt	Rebeka	DeVitt	matt.kinkenon@lvwd.com	View	Active
test	evans, Jenna		evans2@lvwd.com	View	Active
Lupe Gracia	gracia, lupe		matt.kinkenon@lvwd.com	View	Active
Megan Hybarger	Hybarger, Megan		matt.kinkenon@lvwd.com	View	Active

Click "Add Account" to add a user from your company.

To add a new user for your company, click on the "Add Account" button and provide required information.

Add a User

All fields required

First Name

Last Name

Username

Password

Confirm Password

E-mail

Confirm E-mail

Access Level

View
View & Download

Submit

Select access level. "View" allows user to view information for your company. "View & Download" allows user to view information and download documents.

Choose an access level for each user. "View" access allows user to view information in the system but user is unable to download documents. "View and Download" access allows user to view and download documents.

Manage User Accounts

User accounts are automatically de-activated after 60 days of non-use.

Add Account →

Username	Name	E-mail	Privileges	Status
Ray Blanchard	Blanchard, Ray	matt.kinkenon@lwwd.com	View & Download	Active
Rebeka DeWitt	DeWitt, Rebeka	matt.kinkenon@lwwd.com	View & Download	Active
test	evans, Jenna	evans2@lwwd.com	View	Active
Lupe Gracia	gracia, lupe	matt.kinkenon@lwwd.com	View	Active
Megan Hybarger	Hybarger, Megan	matt.kinkenon@lwwd.com	View	Active

Change an existing user's access level.

To change a user's access, select the desired access level from the drop-down box in the "Privileges" column.

LAS VEGAS VALLEY WATER DISTRICT Search

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My Applications | [Add Account](#) ➔

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Contact Administrator

Username	Name	E-mail	Privileges	Status
Ray Blanchard	Blanchard, Ray	matt.kinkenon@lvwd.com	View & Download <input type="button" value="Apply"/>	Active Reset Password Delete
Rebeka DeWitt	DeWitt, Rebeka	matt.kinkenon@lvwd.com	View <input type="button" value="Apply"/>	Active Reset Password Delete
test	evans, Jenna	evans2@lvwd.com	View <input type="button" value="Apply"/>	Active Reset Password Delete
Lupe Gracia	gracia, lupe	matt.kinkenon@lvwd.com	View <input type="button" value="Apply"/>	Active Reset Password Delete
Megan Hybarger	Hybarger, Megan	matt.kinkenon@lvwd.com	View <input type="button" value="Apply"/>	Active Reset Password Delete

The administrator can reset a user's password. The system will e-mail the individual a new password.

If someone forgets their password, the administrator can reset the password by clicking the “Reset Password” link. The system will e-mail the person a new password.