HillsGovHub
User Guide

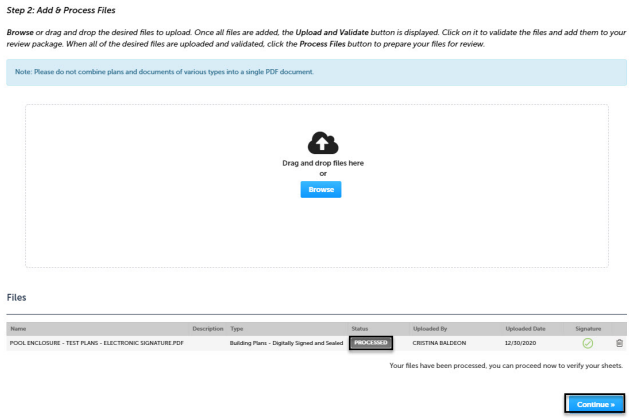## Digital Plan Room - Finalize the Review Package

Hillsborough County Florida
EST. 1834
SM

Finalize the Review Package

1) Select the link in the email received or log into the account associated with the application and select the **Uploads** tab. Select **Continue**.


2) Enter the sheet numbers for any pages missing a sheet number.

   Please note: It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.
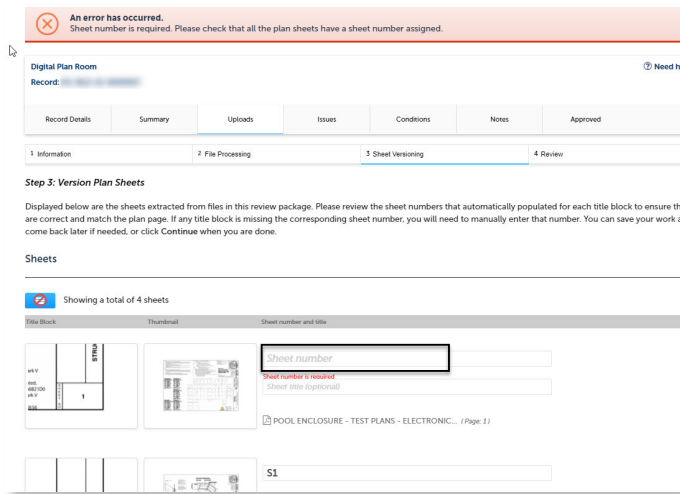
3) Select **Continue** to proceed to **Review** page. Select **Edit** to edit the section if changes are needed. If no changes are needed, select **Finish**.
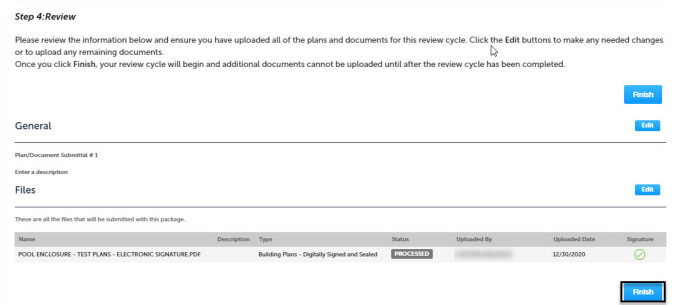
4) The system will display a message and send an email confirmation that the review package was received.