West Des Moines Development Plan Submittal Portal Instructions
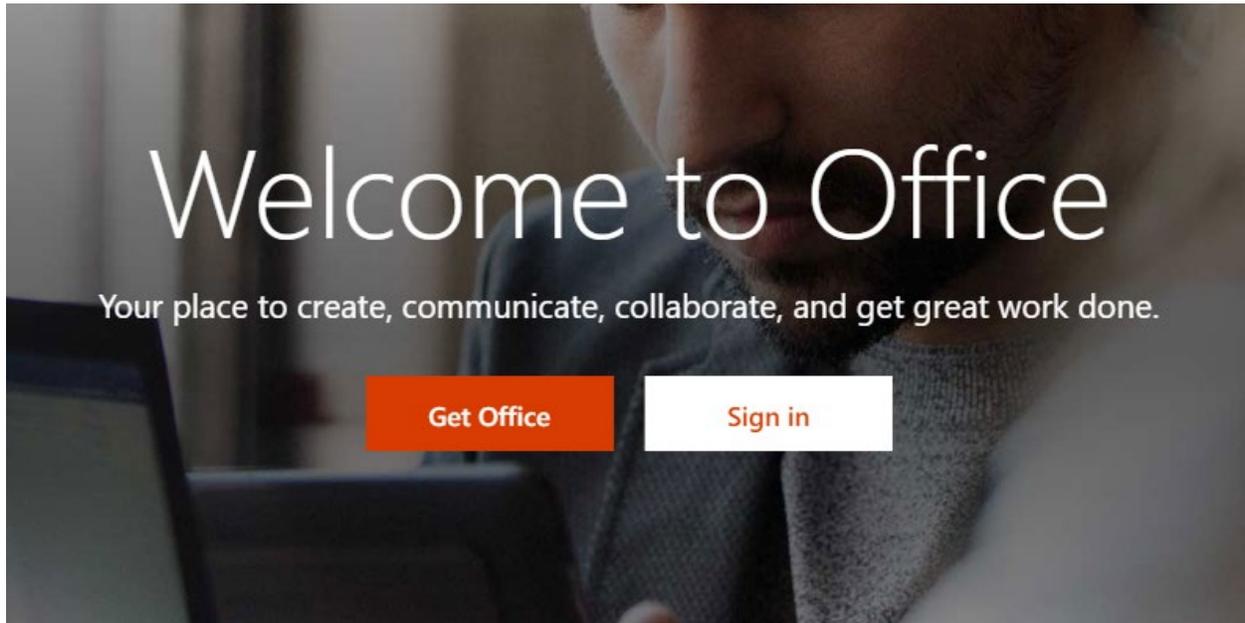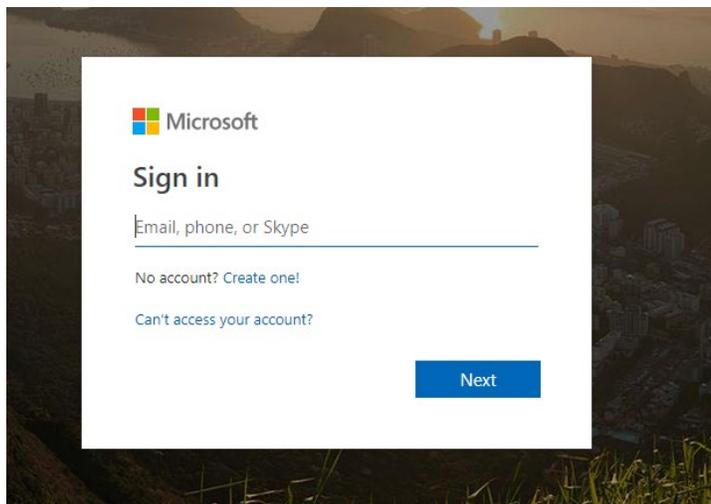
Open your browser and type in the address: www.office.com

This will take you to a sign in screen.

Click on the Sign In button:
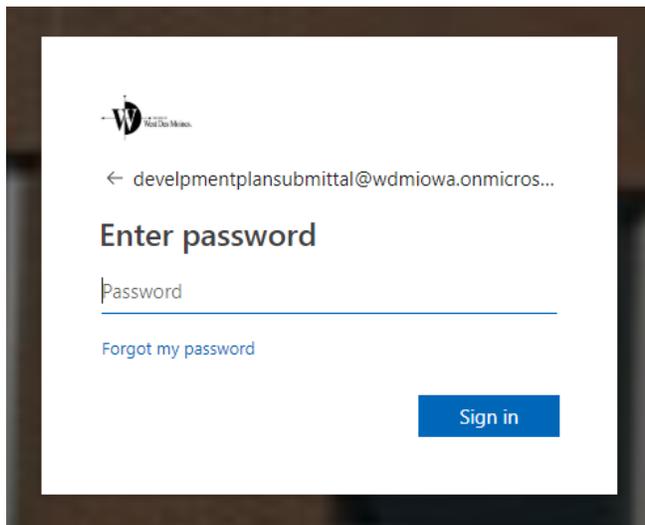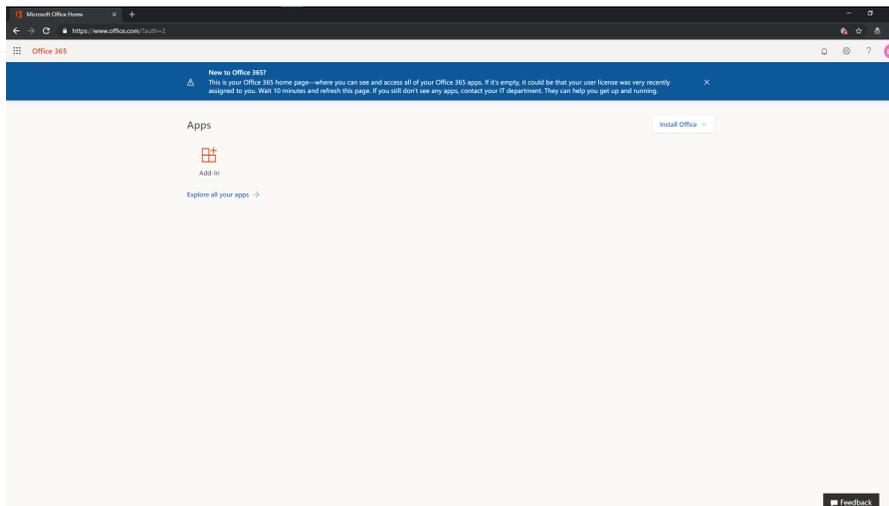

For the Sign In email use: DevelopmentPlanSubmittal@wdmiowa.onmicrosoft.com

The next screen is for the password:
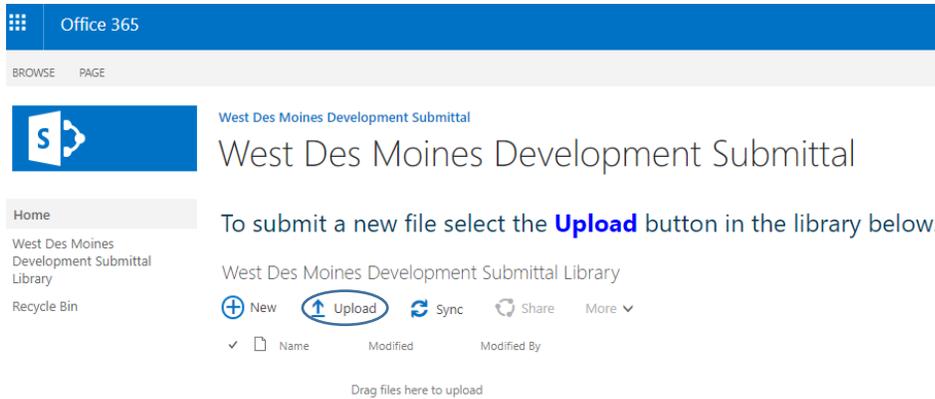

For Password enter: DevServ2020 (case sensitive)

The screen will change to an Office 365 site that is blank.

Cut and paste the following address in the browser address bar and press Enter:

https://wdmiowa.sharepoint.com/sites/extranet/WDMDevSubmittal/SitePages/Home.aspx

This brings you to the submittal portal in our Sharepoint site.

Use the Upload button to upload your file. If you have multiple files you will need to upload each one individually, unless you upload a zip file.
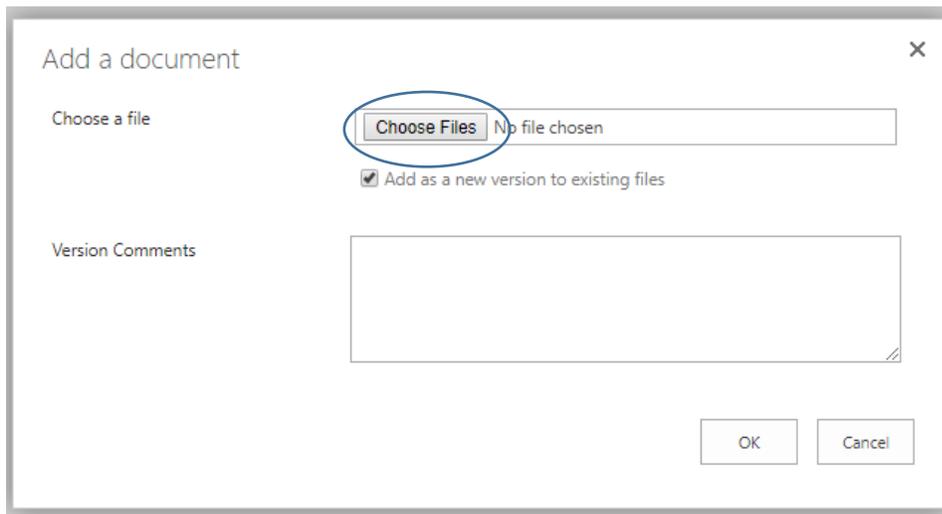
Select Choose Files and browse to the location on your file server to locate the file to upload, then click OK.

Please use the project name in the file name.

When done, simply close the browser window. An alert will be sent to Development Services staff that there are new files in the submittal portal. No need to send a further email.