# Submitting an EZ-2 in Wisaard

Updated 9/27/2016

1. Before you submit an EZ-2 be sure to search for previous determinations. See [here](#) for instructions.
2. Go to the *Project Dashboard* and select *Start an EZ-2 Process*
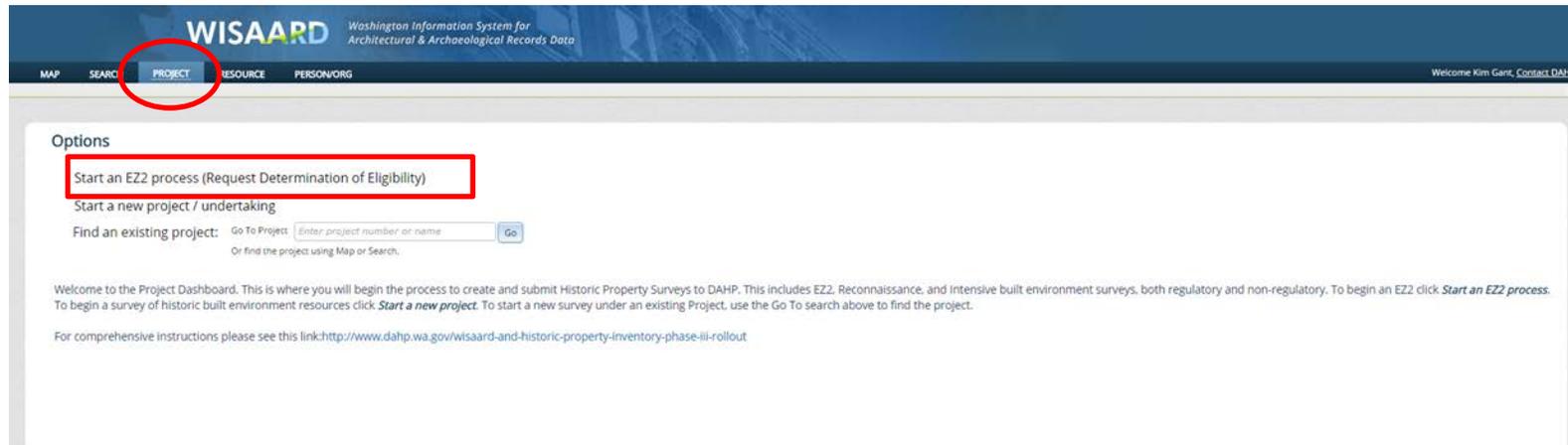
3. This will take you to the *Project Setup* screen. Notice at the top you can see your new DAHP *Project* #. Write this down so you can come back to it later. For *Step 1*, provide a name for the *Project*. The name can be anything you like.
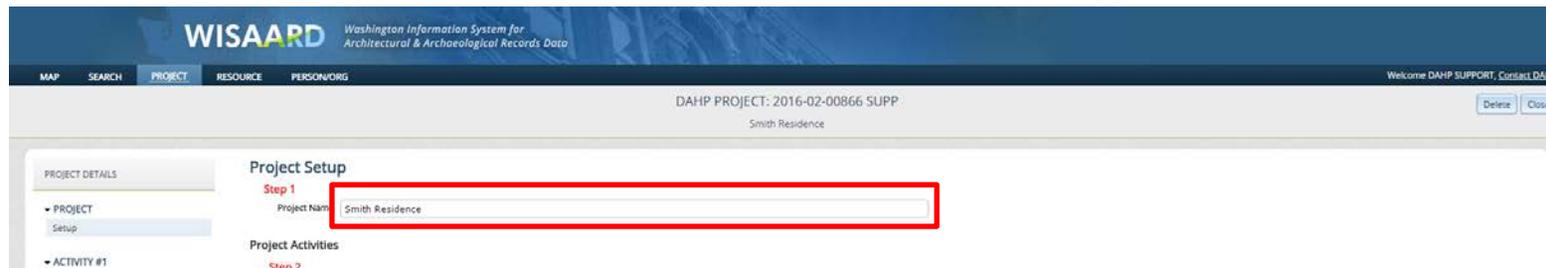
4. Next you will add the address of the building and a photo. To begin, Press the *Add/Edit Resources* button.

5. Enter the address in the *Find an Existing Resource* box to check for existing records (below). If the correct address appears in the selections below the box, that means we already have it in our system. Please select it by clicking on it. It will populate in the *Activity Resources* table. Proceed to Step 6. If the address does not appear in the box, click the Enter New Resource button and skip ahead to Step 8.

6. To add to this existing resource, click the pencil icon (see below). This will take you to the existing inventory form for the *Property* where you will simply provide an updated photo.
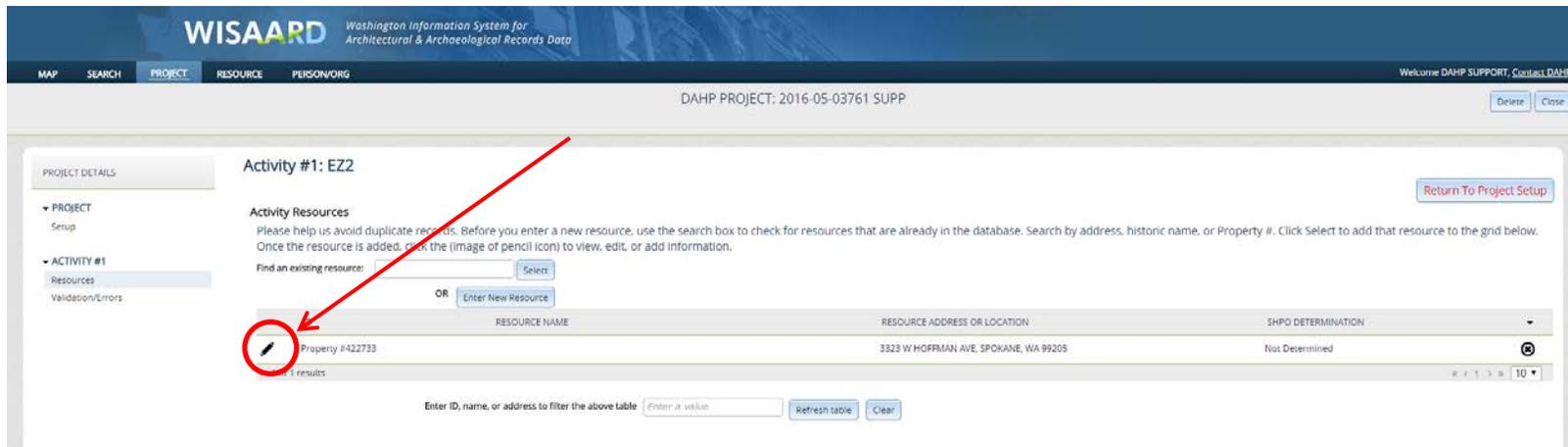
7. This is the screen you will see after clicking the pencil icon. Double check the accuracy of the address. The next step is to attach a photo. *Click Documents & Images* on the left hand side of the screen. Skip to Step 9 for photo upload instructions.

TIP: When you are within an inventory form for editing you will see two gray banners at the top of the screen, one with the Project number and one with the Property number.
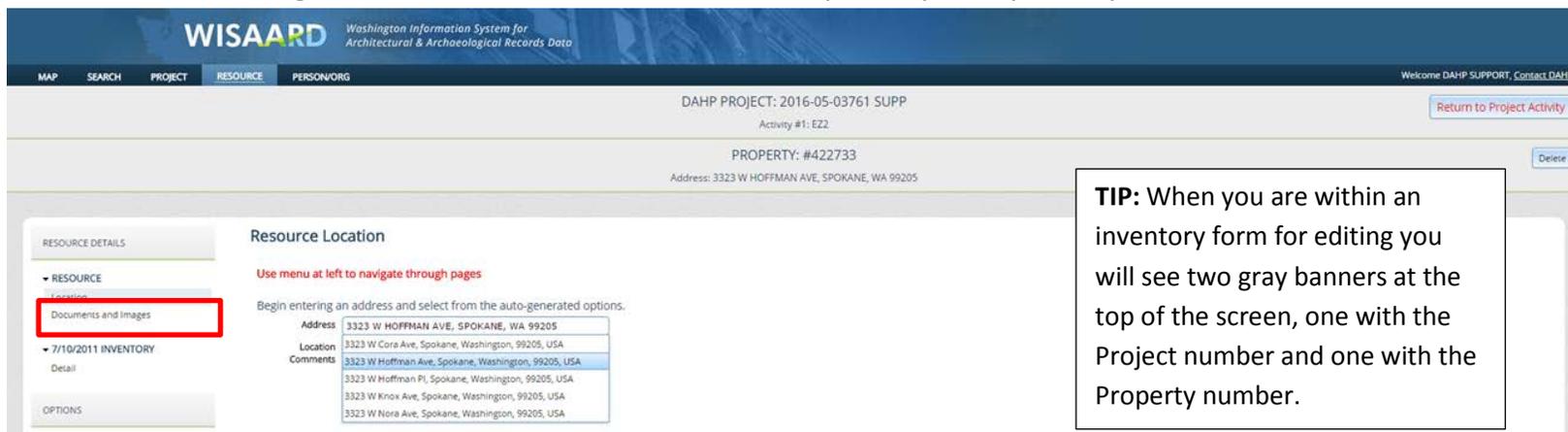
8. If you clicked the *Enter New Resource* button, enter the address in the Address field and select from one of the suggestions provided. You do not need to supply anything in the Location Comments box. This is all you need to do on this screen. Next you will upload a photo. Go to that screen by clicking on *Documents and Images* on the left hand side of the screen.

9. This is the screen where you can upload a photo. *Click the Attach Document or Image* button. Select the file or files from your computer and click *Upload*. When the upload is complete, click Close. When you see the photo(s) on the screen it has been successfully uploaded. There is no Save button. The system auto saves. **Please limit individual photos to 2MB and make sure it is a good quality photo of the front of the building**. When you have finished uploading photos click *Return to Project Activity*. Then click the *Return to Project Setup* button (same location top right corner.)

10. You should be on the *Project Setup* screen where you began. When you are ready to submit the form to DAHP, click the *Submit Activity* button (in red letters). You are finished!

You should receive an automated email when your property has been reviewed. When our review is complete the *Activity* will be in *Review Complete* status. You can check in to see the determination on the *Activity* page like in the example below.

To Print the form refer to the PRINT tutorial. You will need the Property number to Print.