**UtiliSync Guide 9.2024**

This guide is intended to help you prepare for your SWPPP inspections.

* Please contact the Stormwater Coordinator, Christine Williams, 435-615-5364, christine.williams@parkcity.org for further assistance and for an invitation link to perform FREE INSPECTIONS.
* To use alternate SWPPP inspection software see Item 5 below.

**Documenting SWPPP inspections through** [**UtiliSync**](https://app.utilisync.com/)

1. **Gain access to your Park City project in Utilisync-** the Park City Stormwater Coordinator will send the SWPPP contact from the approved SWPPP, an email with the invitation link for your site. Reach out to the Stormwater Coordinator if you need to add more people as a Site Contact.
2. **Required-** upload your approved SWPPP and Site maps to your site.
3. Click on +ADD FILES in the Documents pane.
4. A new panel will open where you can tap or drop both files and photos.
5. Using the More Options icon after each document, you can View, Markup, or Delete any of the files or photos that you have added.
6. Your “Public Site Link” can be found on your Site’s page and used on your SWPPP Board on site to make your SWPPP and inspections available to the public per CGP/CPP requirements.
7. **Perform inspections**. Click on the site that you want to inspect. Choose the “SWPPP For Inspectors” form from the dropdown. Click on Create New Form to start and submit your SWPPP inspection.
8. **For Utilisync Support**
9. Call: 385-275-2700
10. Email: support@utilisync.com
11. Visit the “[Knowledge Base](https://utilisync.helpscoutdocs.com/)” or Support Tab on their website.
12. If you are not using Utilisync, please contact the Stormwater Coordinator to inform them where you will keep your inspections (ie. ComplianceGO, paper copies, etc).