Customer Guide: Creating a Meck-ID

**HINT:** This is an assigned number needed for any non-licensed professionals who are submitting construction documents for plan review (i.e. non-licensed designers, fire protection/NICET certified designers, etc.). It is important to note that licensed professionals should NOT register for a Meck-ID as they MUST CERTIFY their work product using their professional seal and license number always. (A licensed professional can never act as a non-licensed designer).

Log on to the EPM system …

1. After logging in, at the upper right of the home page, click “My Profile/Meck ID”.

2. Confirm that you do not already have a Meck ID number.

3. A Meck ID number has now been reserved for this designer. Use whenever needed when making application for a Plan Review.

It is important to note that it may be best for a designer to maintain their MECK-ID number separate from any one company (create their own EPM COMPANY ACCOUNT as these directions show). That way, the designer can move from one project to another without being tied to a particular “Company”, if applicable.