

# Introduction to cdpACCESS



# What is cdpACCESS?



- **cdp**: Code Development Process
- **ACCESS**:
  - Cloud-based (documents stored on the web)
  - Open (anyone can create a My ICC account and use the system)
  - Online and always available (improving participation by allowing users to work remotely )
  - Collaborative (helping users work together)

**The Future of Code Development**

# cdpACCESS: Main Features



- Create Code Change Proposals
  - Collaborate with other users
  - Submit to the ICC
- View Committee Action Hearing (CAH) Monograph
- Create modifications online during CAH
- View real-time results of CAH
- Vote on Assembly Motions
- Create Public Comments
  - Collaborate with other users
  - Submit to the ICC
- View Public Comments and Public Comment Hearing (PCH) Agenda
- Vote in Online Governmental Consensus Vote

# cdpACCESS: Create Account & Log in



- Visit [cdpACCESS.com](http://cdpACCESS.com)
- Use your My ICC username and password
  - Single sign-on: same username & password as ICC Bookstore, website, online university
  - Registration is free & takes just a few minutes
- Reset your password online
  - contact [members@iccsafe.org](mailto:members@iccsafe.org) if you are locked out.

A screenshot of the 'Sign In / Register' web form. The form has a grey header with the title 'Sign In / Register' and the instruction 'Log in using your My ICC username and password'. Below the header, there is a link 'Click here to register'. The form contains two input fields: 'E-Mail Address' and 'Password'. Below the 'Password' field is a green 'Log In' button. At the bottom, there is a 'Remember Me' checkbox and a link 'forgot your password?'.

# cdpACCESS: Timeline



A screenshot of the cdpACCESS website. At the top, there's a navigation bar with 'cdpACCESS', 'Timeline', 'Proposals', and 'Help'. Below that, a warning message says 'Do not copy and paste content from Microsoft Word or similar programs.' The main content area is titled 'Code Development Process' and features three tabs: 'Group C 2014', 'Group A 2015' (which is selected and highlighted in blue), and 'Group B 2015'. Below the tabs is a horizontal timeline with 12 steps: 'Submit Code Change', 'Code Changes Posted', 'Comments/Action Request (CAH)', 'CAH Review', 'Online Approval 75%', 'Report of CAH', 'Submit PS&amp;E Documents', 'Public Comments Posted', 'Public Comments Closing (PCH)', 'PCH Results', 'Online Government Job', and 'Final Report Posted'. The first step, 'Submit Code Change', is highlighted with a green circle. Below the timeline, there's a section titled 'Submit Code Change' with the dates 'November 17 - January 12, 2015' and a green button labeled 'Submit Code Change Proposal'. At the bottom, there's a 'Relevant Links' section with a list of links and a 'Code Change Submittal Deadline Extension' notice.



Look forward and back to other years and Groups



• Get the latest information about the current cycle



• Find important documents and due dates

# cdpACCESS: Code Change Proposals



## My Proposals

- Create proposals for this cycle
  - See proposals from past cycles coming soon
  - Create proposals for future cycles coming soon
- Manage your proposals
- See who has invited you to collaborate
- View proposals made public

The screenshot shows the cdpACCESS web application interface. At the top, there is a navigation bar with 'cdpACCESS', 'Timeline', 'Proposals', and 'Help' tabs. A user profile for 'Laure Rich' is visible in the top right. Below the navigation bar, there is a dark grey banner with a green notification: 'You are viewing 2015 Group A'. Below this, there are two buttons: 'View Public Proposals' and 'Create a New Proposal'. The main content area is titled 'My Proposals' and displays three proposal cards. Each card includes the proposal title, status (e.g., 'Unsubmitted'), last modified date, creator, and a list of sections included. The first card is for 'Fire Code Changes', the second for 'G -15', and the third for 'Building Code Changes'. Each card has 'Open Proposal' and 'Check Proposal' buttons.

# cdpACCESS: Code Change Proposals



The screenshot shows the cdpACCESS web application interface. At the top, there is a navigation bar with 'cdpACCESS', 'Timeline', 'Proposals', and 'Help' on the left, and a user profile for 'Laure Rich' with a 'Logout' link on the right. Below the navigation bar, a red warning message reads: 'Do not copy and paste content from Microsoft Word or similar programs.' The main content area is titled 'My second webinar proposal' and includes a 'Click here to edit' link, a green status indicator 'You are viewing 2015 Group A', and a 'Proposal Owner' section for 'Laure Rich' with the email 'mypersonalemail@gmail.com'. The interface is divided into several sections: 'Download Links (PDF): | Proposal', 'Section Controls' with 'Add Existing' and 'Add New' options, a 'Create Proposal' button, and a 'SELECT A CODE SECTION TO VIEW' dropdown menu. The dropdown menu is open, showing a list of code sections including '2015 International Plumbing Code' and '2015 International Building Code'. The '2015 International Plumbing Code' section is selected, and its content is displayed in the main editor area. The editor area has a warning 'EDITOR Do Not Copy and Paste From Other Programs' and a 'COLLAPSE' button. The content in the editor area includes: 'The following is text from the original code book.', '2015 International Plumbing Code', 'Add new text as follows:', '708.1 Words for the title for the new section. Here is some new text.', '2015 International Building Code', 'Revise as follows:', '705.1 General and more. Exterior interior walls shall comply with this section.', and 'TABLE 705.2 MINIMUM DISTANCE OF PROJECTION'. On the right side of the editor area, there is a 'PROPOSAL PREVIEW' section with an 'EXPAND' button, showing a preview of the code section. At the bottom right of the editor area, there is a 'MINIM' button. On the far right of the interface, there is a 'Code Sections' sidebar with links for 'Reason/Cost Impact', 'Attachments', 'Finalize and Submit', and 'Version History'.

## Proposal Creation

- Load in text, tables, and figures from any current code book
- Create new code sections
- Automatic legislative formatting
- Create reason & cost impact statement
- Upload images and other files
- Download a copy of proposals
- Submit proposal to ICC

# cdpACCESS: Code Change Proposals



### Collaborators & Privacy

#### Collaborators

Collaborators	Email Address	Access Rights	
Laurie Rich	lrich@iccsafe.org	Invite Pending	🗑️
test alpha	test-a@iccsafe.org	Invite Pending	🗑️
Running Bear	rbear@caxy.com	Invite Pending	🗑️

[Save](#)

Add Collaborator (when entering multiple email addresses, separate with a comma)

#### Privacy

[Save](#)

## Collaboration tools

- Invite collaborators by email address
- Control collaborator permissions:
  - Allow commenting
  - Allow editing
  - Create co-proponents
  - Transfer ownership
  - Remove collaborators at any time
- Co-proponents can control their own information
- Allow for public viewing of proposal



# cdpACCESS: Assembly Motion Voting



cdpACCESS™ Timeline Proposals Public Comments **Vote** Help 0 Running Bear Logout

Please do not copy and paste from Microsoft Word or related programs. It will cause formatting issues. You have voting privileges.

### Proposal List

Vote Listing

Search

If you do not see your votes, please refresh this page

Code Change	Committee Action	Pch Result	Your Vote
ATST 14-14	As Submitted	As Modified by Public Comment	No vote cast
ATST 123-14	As Submitted	As Submitted	No vote cast
GEW 1-14	Disapprove	As Submitted	No vote cast
GEW 2-14	Disapprove	As Modified by Public Comment	No vote cast
GEW 3-14	Disapprove	Disapprove	No vote cast
GEW 5-14	Disapprove	As Submitted	No vote cast
GEW 6-14	As Submitted	As Submitted	No vote cast
GEW 13-14	As Modified	As Submitted	No vote cast
GEW 14-14	Disapprove	As Modified by Public Comment	No vote cast
GEW 15-14	As Modified	As Modified	No vote cast
GEW 18-14	As Modified	Disapprove	No vote cast
GEW 24-14	As Submitted	As Modified by Public Comment	No vote cast
GEW 54-14	As Modified	As Modified	No vote cast

## Vote Listing

- See complete list of proposals, including committee action
- See your own votes at a glance
- Download complete list of your votes

# cdpACCESS: Assembly Motion Voting



The screenshot shows the cdpACCESS web application interface. At the top, there is a navigation bar with 'cdpACCESS' and links for 'Home', 'Proposals', 'Public Comments', 'Vote', and 'Help'. A red warning message states: 'Please do not copy and paste from Microsoft Word or related programs, it will cause formatting issues.' Below this, the main heading is 'ATST 123-14' with the subtitle 'Governmental Christmas Vote'. There are several tabs: 'PCH Results', 'Original Proposal', 'ROCAH', 'Public Comments', and 'Videos'. The 'PCH Results' tab is active, showing 'ATST 123-14' and 'CAH Results: As Submitted' and 'PCH Results: As Submitted'. A link for 'Printable/Downloadable PDF' is provided. The 'Proposer' is identified as 'Dyvor Broadbent, representing ICC (dyvor12@yahoo.com)'. The text indicates that the following is the proposed text in legislative format, followed by two sections: '803.1.1 Pre-occupancy report requirement' and '803.1.2 Post-occupancy report requirement'. To the right, the 'Final Action' section shows options to 'As Submitted (Simple Majority)' or 'Disapprove (Simple Majority)'. There is a 'Vote' button and a 'Reset Your PIN' link. At the bottom, there is an 'Important Documents' section.

## Ballot

- View complete proposal, including committee modifications (if any)
- See required majorities and relevant CP28 rules
- See videos of testimony
- Vote on assembly motion
- See and modify your vote if you have already voted

# cdpACCESS: Public Comments



The screenshot shows the cdpACCESS web application interface. At the top, there is a navigation bar with 'cdpACCESS', 'Timeline', 'Proposals', and 'Help'. A user profile for 'Laurie Rich' is visible. Below the navigation bar, a red warning message states: 'Do not copy and paste content from Microsoft Word or similar programs.' The main content area is titled 'My second webinar proposal' and includes a 'Click here to edit' link. A green status bar indicates 'You are viewing 2015 Group A'. Below this, there are controls for 'Collaborators', 'Private', and 'Discussions'. The 'Proposal Owner' is listed as Laurie Rich with the email 'mypersonalemail@gmail.com'. The status is 'Unsubmitted'. The main workspace is divided into several sections: 'Download Links (PDF): Proposal', 'Section Controls' (Add Existing, Add New, Create Proposal), 'EDITOR Do Not Copy and Paste From Other Programs' (with a warning icon and 'COLLAPSE' button), 'PROPOSAL PREVIEW' (with 'EXPAND' button), and 'Code Sections' (Reason/Cost Impact, Attachments, Finalize and Submit, Version History). The editor area contains the text: 'The following is text from the original code book. SELECT A CODE SECTION TO VIEW'. The preview area shows '2015 International Plumbing Code' with a section titled '708.1 Words for the title for the new section. Here is some new text.' and '2015 International Building Code' with a section titled '705.1 General and more. Exterior interior walls shall comply with this section. TABLE 705.2 MINIMUM DISTANCE OF PROJECTION'.

## Creation

- Manage Public Comments just like Proposals
- Import content from original code change proposal
- Add new content from ICC code books
- Create Reason Statement and import files (if applicable)
- Collaborate with other users
- Submit to ICC

# cdpACCESS: Online Governmental Consensus Vote



## Voter Validation

- Voter validation process has not changed – same requirements as voting in person at the Public Comment Hearings
- Users must be validated every year, and validation must happen 30 days before the start of the hearings
- Validation happens through <http://www.iccsafe.org> NOT cdpACCESS

# cdpACCESS: Online Governmental Consensus Vote



cdpACCESS [Timeline](#) [Proposals](#) [Public Comments](#) [Vote](#) [Help](#) Running Bear [Logout](#)

Please do not copy and paste from Microsoft Word or related programs. It will cause formatting issues. You have voting privileges.

### Proposal List

Vote Listing

Search  [Show Filters](#)

If you do not see your votes, please refresh this page

Code Change	Committee Action	Pch Result	Your Vote
ATST 14-14	As Submitted	As Modified by Public Comment	No vote cast
ATST 123-14	As Submitted	As Submitted	No vote cast
GEW 1-14	Disapprove	As Submitted	No vote cast
GEW 2-14	Disapprove	As Modified by Public Comment	No vote cast
GEW 3-14	Disapprove	Disapprove	No vote cast
GEW 5-14	Disapprove	As Submitted	No vote cast
GEW 6-14	As Submitted	As Submitted	No vote cast
GEW 13-14	As Modified	As Submitted	No vote cast
GEW 14-14	Disapprove	As Modified by Public Comment	No vote cast
GEW 15-14	As Modified	As Modified	No vote cast
GEW 18-14	As Modified	Disapprove	No vote cast
GEW 24-14	As Submitted	As Modified by Public Comment	No vote cast
GEW 54-14	As Modified	As Modified	No vote cast

## Vote Listing

- See complete list of proposals, including committee action
- See your own votes at a glance
- Download complete list of your votes

# cdpACCESS: Online Governmental Consensus Vote



The screenshot shows the cdpACCESS website interface. At the top, there is a navigation bar with links for 'cdpACCESS', 'Features', 'Proposals', 'Public Comments', 'Vote', and 'Help'. Below this is a red warning message: 'Please do not copy and paste from Microsoft Word or related programs. It will cause formatting issues.' and a status message: 'You have voting privileges.' The main heading is 'ATST 123-14' with the subtitle 'Governmental Consensus Vote'. There are several tabs: 'PCH Results', 'Original Proposal', 'ROCAH', 'Public Comments', and 'Videos'. The 'PCH Results' tab is active, showing 'ATST 123-14' and 'CAH Results: As Submitted' and 'PCH Results: As Submitted'. Below this, it says 'Click for Printable/Downloadable PDF'. The 'Proposer' is 'Dyvor Broadbent, representing ICC (dyvor12@yahoo.com)'. The text indicates 'The following is the proposed text in legislative format:' and lists two sections: '805.1.1 Pre-occupancy report requirement' and '805.1.2 Post-occupancy report requirement'. On the right side, there is a 'Final Action' section with two radio button options: 'As Submitted (Simple Majority)' and 'Disapprove (Simple Majority)'. Below this is a 'Voting Name Information' section with a 'PIN Number' field containing 'Enter PIN' and a 'Comments (250 char. Max)' field containing 'Enter Comment'. A blue 'VOTE' button is present. At the bottom, there is an 'Important Documents' section.

## Ballot

- View complete proposal, including committee modifications (if any)
- See important documents, including ROCAH and all Public Comments, even if not part of the final motion
- See required majorities and relevant CP28 rules
- See videos of testimony
- See your votes at the Public Comment Hearing, if applicable
- See and modify your online vote if you have already voted

# Help/Support



- **EMAIL: [cdpACCESS@iccsafe.org](mailto:cdpACCESS@iccsafe.org)** – the best place to get help, contact IT support as well as Code Development support
- **For the latest information about the code development cycle, click ‘Timeline’ at the top of any cdpACCESS screen**
- **For instructions, click ‘Help’ at the top of any cdpACCESS screen**
- **For video tutorials and other documentation, visit <http://www.iccsafe.org/cdpACCESS>**