

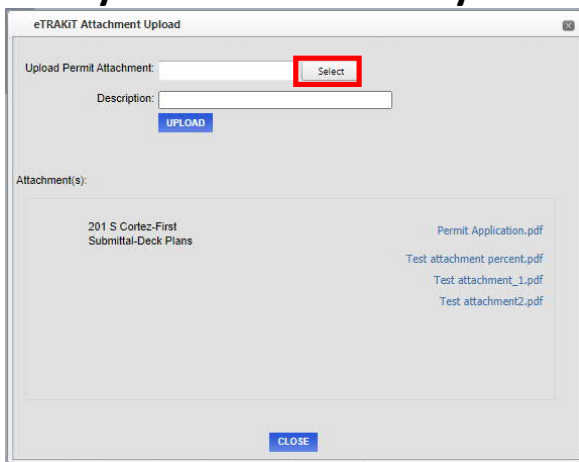
Customer Tutorial

How to Attach Corrections / Revisions

1. From your dashboard, click on the Paperclip icon (please note your permit must be in OUT FOR CORRECTIONS or ISSUED status for the paperclip to appear):

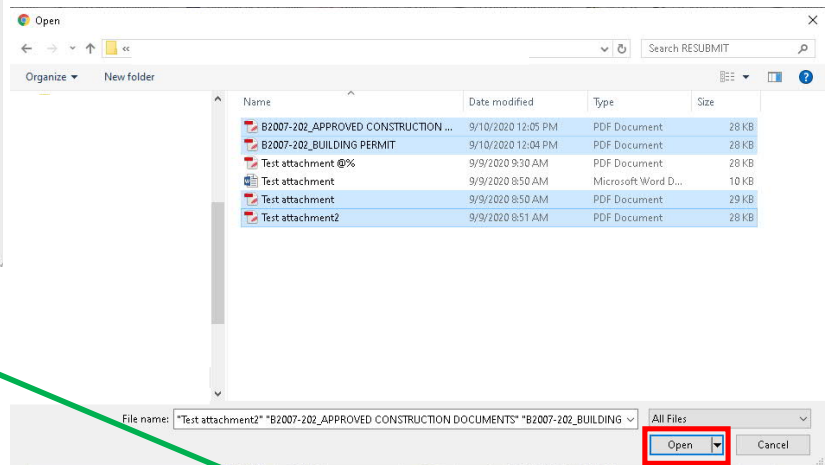
B2010-049	201 S CORT...	ACCESSORY STRUCTURES	OUT FOR CORRECTIONS	\$0.00		
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2. This will open an attachment upload box. Find the desired electronic files you wish to attach by clicking the Select button



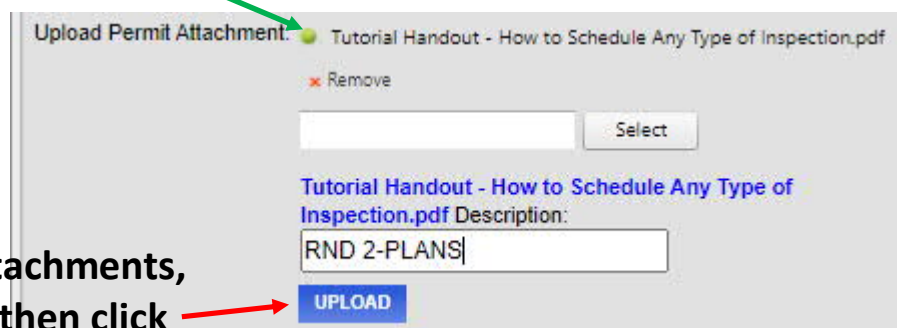
The dialog box shows an 'Upload Permit Attachment' section with a 'Select' button highlighted in red. Below it is a 'Description' field and an 'UPLOAD' button. The 'Attachment(s)' section lists several files, including '201 S Cortez-First Submittal-Deck Plans' and 'Permit Application.pdf'.

3. After selecting all desired documents, click the Open button in the document select box:



3. Once you see the  next to your attachment file names, you are ready to give the document a **description**. These document descriptions should follow the naming conventions given in the City's Electronic Submittal Guidelines.

4. Finally, once you see all desired attachments, have provided descriptions of reach, then click  **UPLOAD**



The dialog box shows the selected file 'Tutorial Handout - How to Schedule Any Type of Inspection.pdf' with a green dot next to it. The 'Description' field contains 'RND 2-PLANS'. The 'UPLOAD' button is highlighted in red.

Please note that once your files are uploaded and added to the list below the UPLOAD button, they are added to our permitting software. Processing from there occurs manually, so please give staff 1-2 business days to process the attachments in, assign reviews, and change the record status.