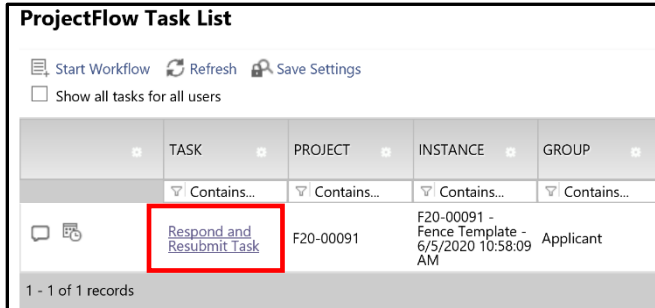


How to Upload Files

Applicants upload files for several different tasks during the review process.

Step 1: Open the task to see the file upload area.



Opportunities to upload show up in different tasks depending upon if you are working on a Permit or Project application. Examples include:

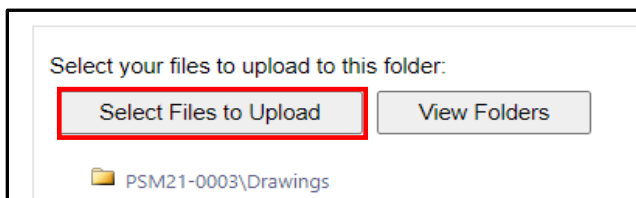
- Upload, Submit & Pay
- Upload and Submit
- Prescreen Corrections
- Respond and Resubmit
- Revise and Resubmit
- Disapproval Response
- Pre-issuance

Step 2: In the eForm, select the **Drawings** or **Documents** folder where you wish to add files.



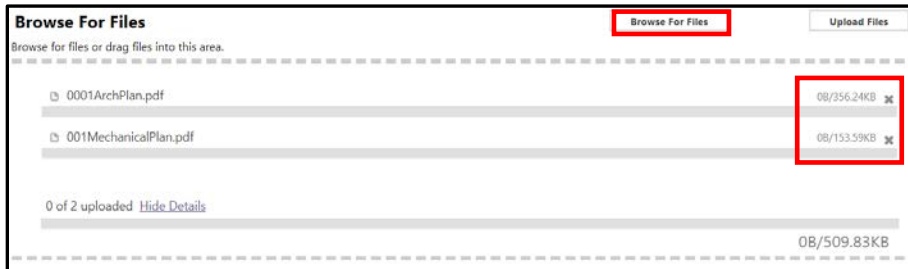
TIP: Be sure to use the correct File Naming Standards when naming your files. Use the same approved name when resubmitting files. Version names **are not accepted** i.e. plansV1.

Step 3: Click 'Select Files to Upload'. This will open a new eForm where you can select files to be uploaded.

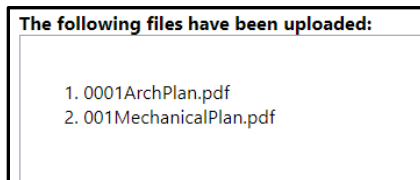


Step 4: Click 'Browse For Files' and locate the files.

TIP: Click on the X to remove a file selected by mistake. This is the last opportunity to remove files in this task so verify they are the correct ones.

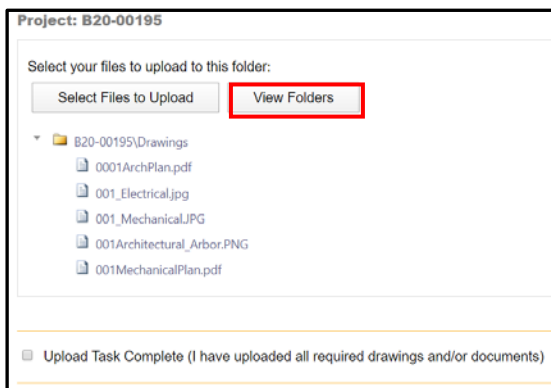


Step 5: When you have selected all your files for the selected folder, click **Upload Files**. Wait for the eForm to update confirming the files have been uploaded. Close the Browse for Files eForm to return to the task eForm.

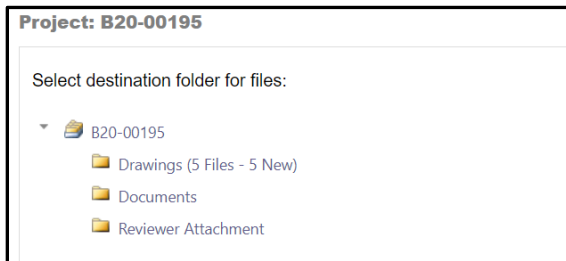


TIP: The 'drag and drop' feature is also available instead of 'Browse For Files'.

Step 6: Click on the 'View Folders' button to upload to a different folder.



Each folder shows the number of files uploaded.



Project: B20-00195

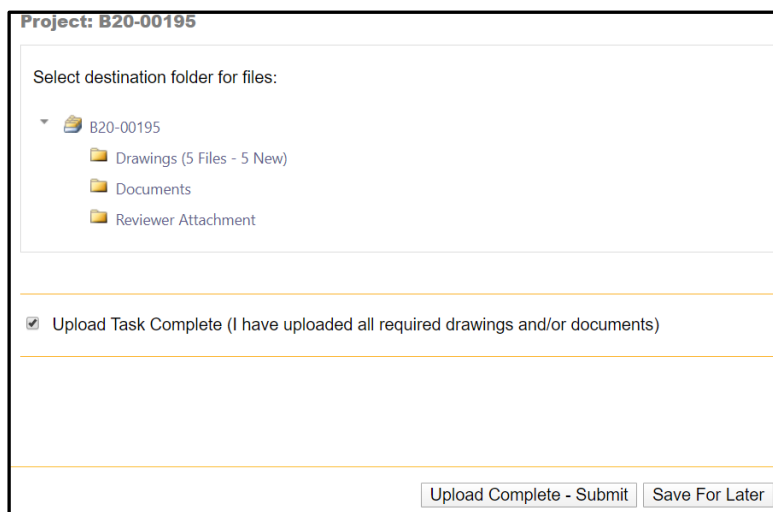
Select destination folder for files:

- ▼ B20-00195
 - Drawings (5 Files - 5 New)
 - Documents
 - Reviewer Attachment

Step 7: Submit the eForm.

- Be sure to check the box indicating that the corrected plans and/or documents are uploaded, if required.
- Click **Upload Complete – Submit** to complete the task. Completing the task will **prevent** additional files to be uploaded until a new cycle begins.
- Click **Save For Later** to save your work and allow additional files to be uploaded later without notifying the City.

TIP: The submittal process **stops** if the task is not completed.



Project: B20-00195

Select destination folder for files:

- ▼ B20-00195
 - Drawings (5 Files - 5 New)
 - Documents
 - Reviewer Attachment

Upload Task Complete (I have uploaded all required drawings and/or documents)

For more information about specific business areas including detailed help documentation, please visit www.friscotexas.gov/PlansandPermits.