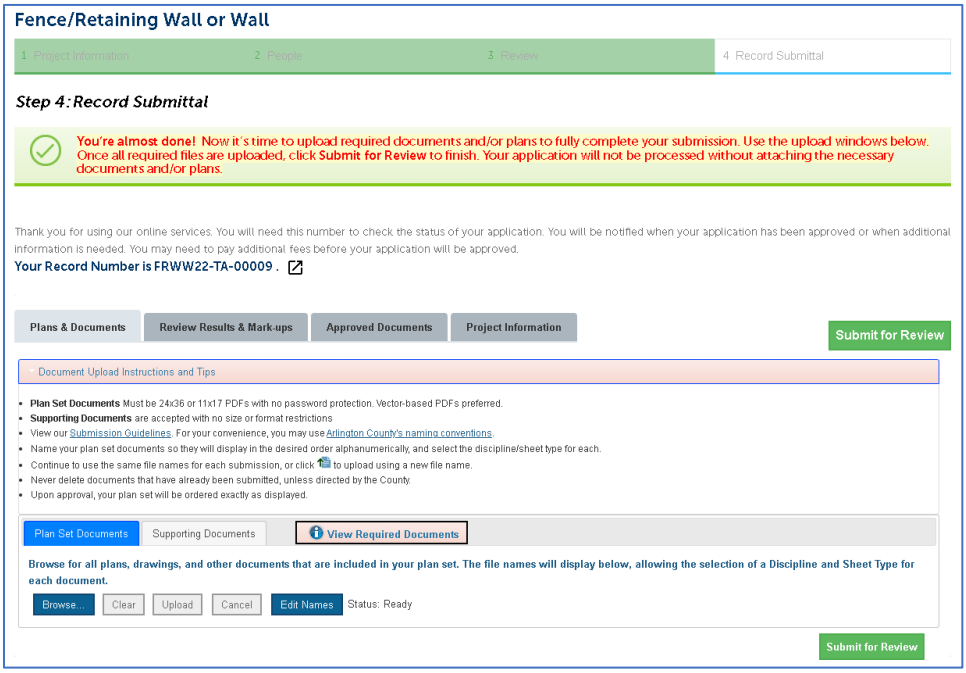
QUICK REFERENCE GUIDE

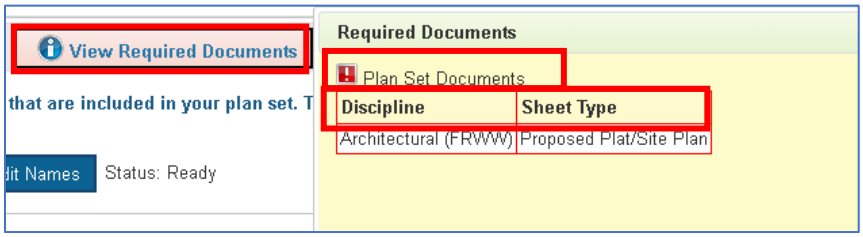
Upload Documents

If there are specific documents required as part of your Permit Arlington application, you must first upload the required documents before your application can be submitted for review.

1. The last page of your application is the document upload page where you upload any required documents as well as any additional plan sheets or documents needed for review of your application. You should see a screen that looks like this:

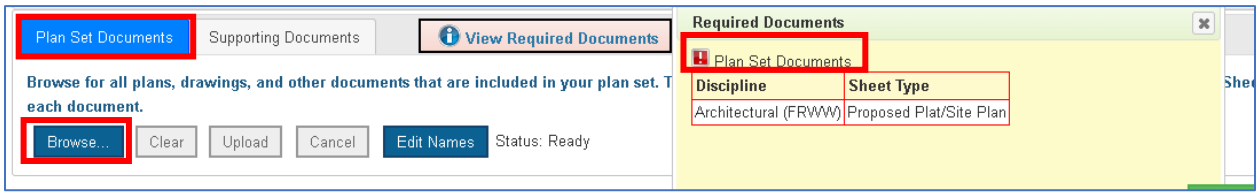


2. Select the **View Required Documents** and it will display a yellow box listing:
   a. **Discipline** and **Sheet Type** for each required document; and
   b. If the required documents are **Plan Set Documents** or **Supporting Documents.**



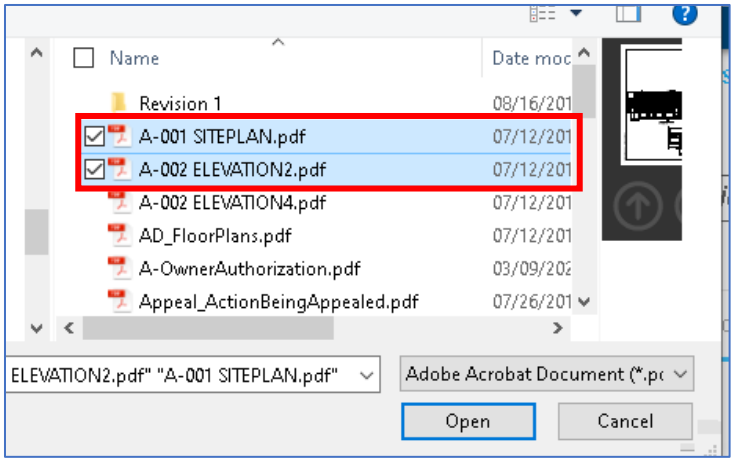
3. Select the appropriate tab to match the type of document(s) listed in the yellow box.

4. Select the **Browse** button to browse for the document(s) on your computer.



5. In the browse window, navigate the location of the file(s) you want to upload and select the appropriate file(s) you want to upload and click the **Open** button.

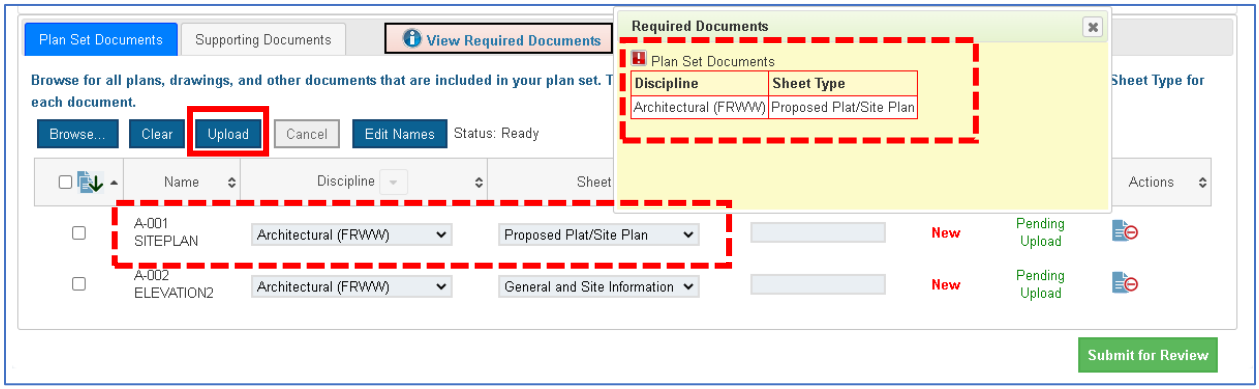
   Note: *you may upload multiple files at once by holding down the Ctrl key on your keyboard and selecting multiple files – as long as they are all to be uploaded to the same tab (i.e. either the Plan Set Documents tab or the Supporting documents tab).*



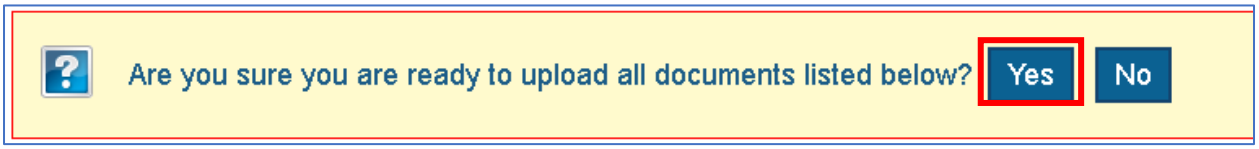
6. Choose first the **Discipline**, and then the **Sheet Type** from the dropdown menus next to each file you uploaded, *to match* the **Discipline** and **Sheet Type** listed in the Required documents list. *This is how you tell the system that the document you are uploading is the required document listed.*

7. If you have uploaded additional documents or plan sheets in addition to those required, choose the appropriate descriptions from the Discipline and Sheet Type dropdowns menus as needed for each additional document.

8. Select the **Upload** button.

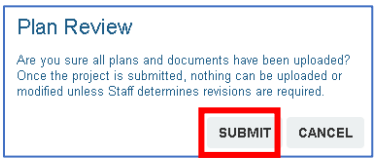


9. Choose **Yes** to confirm you are ready to upload the documents.

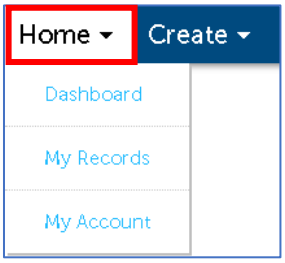


10. If needed, repeat the process to upload any required **Supporting Documents** if there are also supporting documents listed in the **View Required Documents** list.
11. Once all documents are uploaded, select the green **Submit for Review** button in the bottom right of the screen.

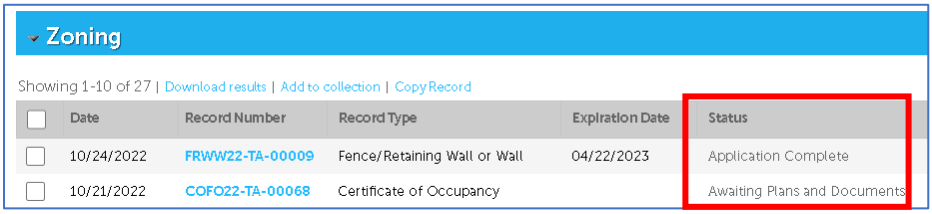
12. Confirm you are ready to submit by selecting **Submit** in the confirmation window.



13. If you want to confirm that your record was submitted, return to your **My Records** list.
    a. From the **Home** menu at the top left of the screen, select **My Records**.



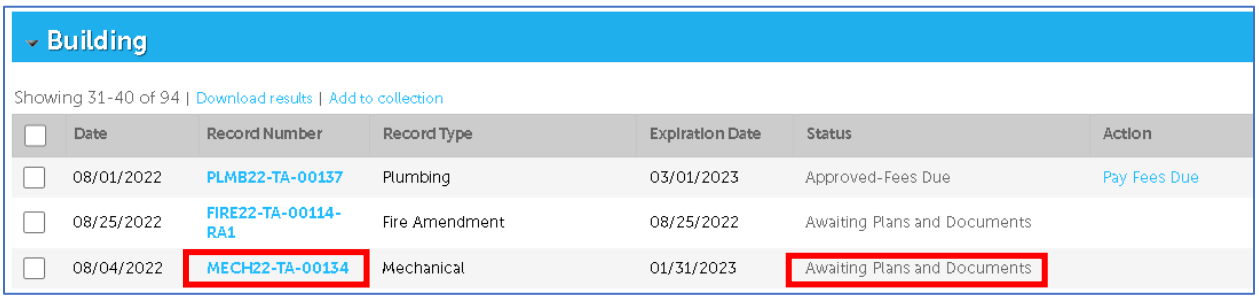
    b. Open the appropriate Building, Planning or Zoning list.
    c. The record you just submitted should display at the top of that list.
    d. View the **Status** listed next to the **Record Number** of the record you just submitted.
        i. If the status is **Application Complete** you have completed submittal of your application.
        ii. If the status is **Awaiting Plans and Documents** your submittal was not completed. See the next section to return to your application and complete document upload.



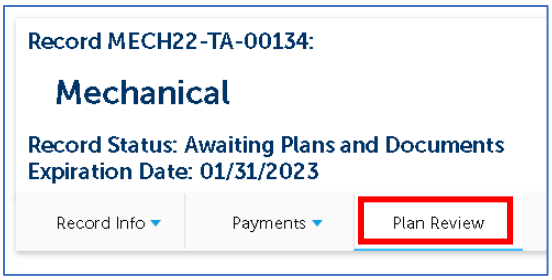
Troubleshooting documents/Documents FAQ

Question 1: My application has a status of *Awaiting Plans and Documents*. How do I submit the documents and complete application submittal?

1. Select the **Record Number** of the application that has a status of **Awaiting Plans and Documents**.



2. Select the **Plan Review** tab



3. This will return you to the document upload page. Return to page 1 of this document and follow the instructions to upload required documents and submit the application.