

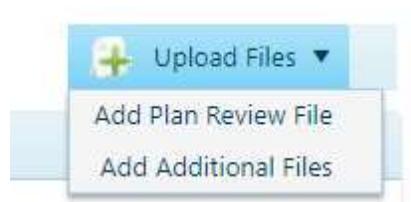
MGO - Upload Files

Additional files can be added from the jurisdiction portal for documentation purposes or to show to the customer.

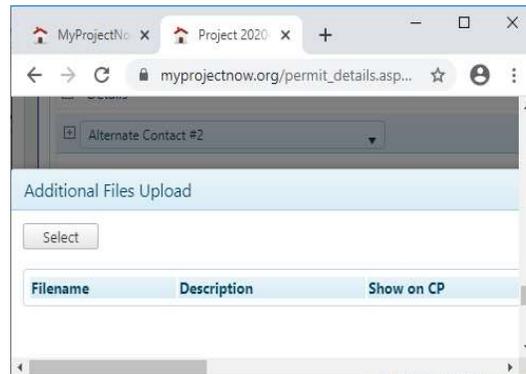
Step 1: Open the desired project and go to the “Request” tab and look under the “Attachments” section in the lower left-hand corner. Click the Upload Files in the upper right-hand corner.



Step 2: If the file relates to Plan Review, such as maps or diagrams, select that folder. All other files can go into the Additional Files folder.



Step 3: The Files Upload dialog box will appear. Click Select in the upper left-hand corner of the box to open your local file viewer.



Step 4: Select the desired files and click open in the file viewer to add to the Files Upload box. Files can be renamed and given a description before being save to the project.

You can also select to show on the Customer Portal. This can be changed at any time.



Step 5: Click Save to add the files to the project. They will appear in the document manager.