

## City of Noblesville

### Citizen Permit Portal Guide – Adding Attachments to Your Record

After your application has been submitted, you will be able to upload additional documentation to your case. The system will automatically notify staff. Please note that submitting additional documentation after the initial submittal can cause a delay in the review time.

## Adding Attachments

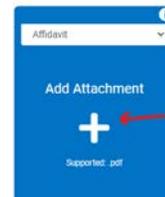
1. Once your record is open, click the Attachments tab below the summary section

2. Click the drop-down field located on the blue Add Attachment tile and select the type of file you are uploading

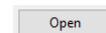
*\*\*this list will vary based on the application type\*\**



3. Click the blue Add Attachment tile



4. Select your file to upload and click Open



5. If no other files will be uploaded at this time, click Submit



6. On the top of the attachment section there will be a success message letting you know the documents have been submitted successfully

✓ The file upload was submitted successfully.