

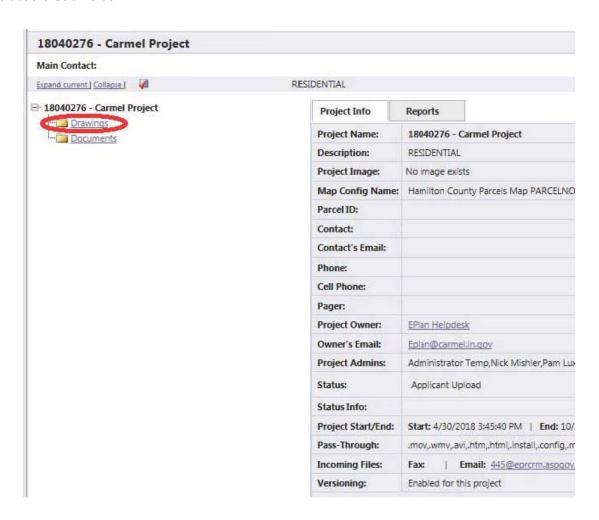
UPLOADING DRAWINGS AND DOCUMENTS

1. Once in Project Dox, click on the folder to which you want to upload

Active Projects List



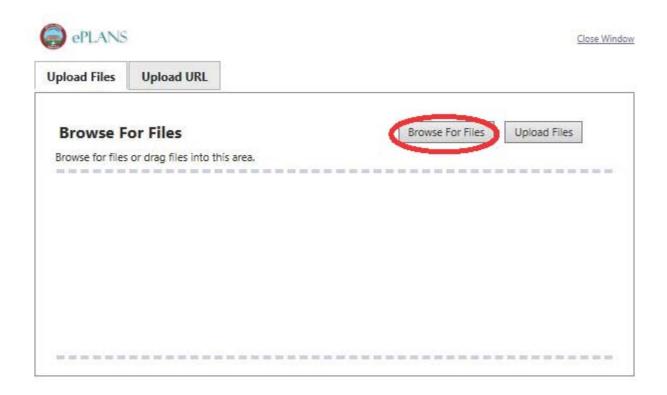
2. Select the Sub-Folder



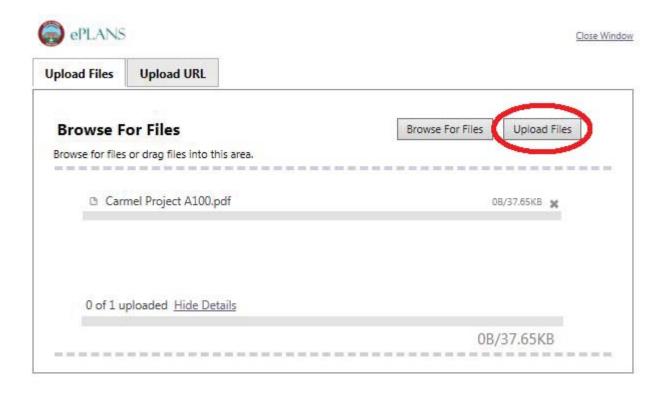
3. Click "Upload Files"



4. Browse for your files on your PC or drag the files to this area.



5. Click "Upload Files"



6. <u>IMPORTANT:</u> After drawings and documents are uploaded, the permitting process will not advance to the next step unless you accept and submit the pending "Applicant Upload" task.

ProjectFlow Task List

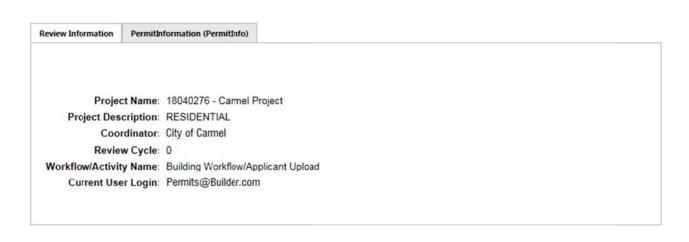
O Refresh



7. Check the box to affirm you have uploaded all required drawings, then select "Upload Complete – Notify City of Carmel"

APPLICANT UPLOAD





Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete - Notify City of Carmel) button.





8. Select "OK"

