

# Customer Portal Series

## Document Standards

If you have not used the recommended document naming conventions, you must select the Document Type:

- Click drop down arrow to view required Application Documents.
- Choose **Document Type** for each uploaded file
- Add comments as needed.
- If a file was added in error, click in the checkbox to highlight and click Delete.

UPLOADED DOCUMENTS

1 item selected C Delete

<input type="checkbox"/>	File Name	Document Type	Comments
- (2) New Documents			
<input type="checkbox"/>	Deck-construction plan.pdf <span>New</span>		A Comment <span>✎</span>
<input checked="" type="checkbox"/>	SitePlan.pdf <span>New</span>	<span>B</span> Application Documents Supplemental Document Site Plan - Deck Site Plan - Deck Construction Plan - Deck Construction Plan - Deck	Add comment <span>✎</span>

If you have used the document naming conventions, the document type will be filled in automatically.

UPLOADED DOCUMENTS

+ Upload Files

<input type="checkbox"/>	File Name	Document Type	Comments
- (1) New Documents			
<input type="checkbox"/>	A-101-SitePlan.pdf <span>New</span>	Site Plan - Deck (Site Plan - Deck)	Add comment <span>✎</span>