Customer Portal Series



How to: Upload Documents

1. During the Application process you may be required to Upload Files. All Required documents must be uploaded for the application to be processed by municipal staff. Click on the Upload File button.

Business License Application BA-2022-000617 (Draft)					
Upload the re All required o Maximum Fi	equired documents outlined below. documents must be uploaded in order to ie Size is 100Mb per document.	o submit application.			
DOCUMEN	ITS TO ATTACH				
Uploaded	Document Type	Description		Sample Form	
	Proof of Insurance	A document proving \$2,000,000 additionally insured.	0 coverage and naming Halifax Regional Municipality as	None	Required
	Optional Documents - Business Licensing			None	Optional
UPLOADE	DOCUMENTS				
+ Uploa	d File				
* Attachme	nt Type	Description	Acceptance Status		
Back	Next				
					Screen ID: 1240751

2. From the resulting pop-up window, you can either click and drag files from File Explorer or click Add Files.



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3. Select the file(s) from File Explorer and click Open.

🔇 Open						×
← → × ↑ 🔒 « 4.1	Faciliated Session Material > 3. Business Licensing	g > License Documents	~	ට , Sear	ch License Docum	nents
Organize 👻 New folde	r					•
📃 Desktop 🛛 🖈 ^	Name	Date modified	Туре	Size		^
👆 Downloads 🖈 🔤	A3 Letter of Undertaking	2/4/2022 10:30 AM	Microsoft Word D	12 KB		
🔮 Documents 🖈	A11 Field Review Certification	2/4/2022 10:31 AM	Microsoft Word D	12 KB		
📰 Pictures 🛛 🖈	Artisan Statement and Item Price List	11/20/2019 10:02 AM	Microsoft Word D	17 KB		
License Docume	🗐 Blasting Plan	11/26/2021 9:26 AM	Microsoft Word D	12 KB		
personal	🗐 Café Plan	2/2/2022 10:05 AM	Microsoft Word D	12 KB		
R2 CE Job Aide F	Certified Blaster Information	11/26/2021 9:24 AM	Microsoft Word D	12 KB		
A RE CE JOB AREE	👜 child abuse registry check	11/26/2021 9:26 AM	Microsoft Word D	12 KB		
resume etc	👜 consent letter	11/26/2021 9:26 AM	Microsoft Word D	12 KB		
lange - Persor	💼 construction plan	11/26/2021 9:26 AM	Microsoft Word D	12 KB		
This DC	📬 Criminal record check	11/26/2021 9:24 AM	Microsoft Word D	12 KB		
inis PC	👜 driver's abstract	11/26/2021 9:25 AM	Microsoft Word D	12 KB		
3D Objects	👜 driver's license	11/26/2021 9:23 AM	Microsoft Word D	12 KB		
E Desktop	🗐 Engineering Plan	2/4/2022 10:28 AM	Microsoft Word D	12 KB		
Documents	📬 Graphic Design Plan	2/12/2022 5:10 PM	Microsoft Word D	12 KB		
🖊 Downloads	📬 health permit	11/26/2021 9:25 AM	Microsoft Word D	12 KB		
Music	💼 Heritage Gas	2/4/2022 10:30 AM	Microsoft Word D	12 KB		
Pictures	🔯 Map of Area	11/26/2021 9:26 AM	Microsoft Word D	12 KB		
Videos Y	Meter Calibration Slip	11/26/2021 9:25 AM	Microsoft Word D	12 KB		~
File n	me			All Filer		~
The he				Airries		
				Oper	Can	cel

4. Once a file is selected you must enter a Description for each file uploaded.

S LMS Online - Upload - Google Chrome	_		×
test-plc.halifax.ca/hfxuatest/pub/lms/uploadnew.aspx?PosseUniqueId=Upload_1_1240751_12910206&Poss	eObjectId=	12910	Q
Select files			
Add files to the upload queue and click the start button.			3
Filename *Description	Size	Status	
Proof of insurance.docx	12 KB	0%	• ^
			+
+ Add files	12 KB	0%	



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5. When all files selected for Upload are added and a Description is entered for each, click Start upload.

🚱 LMS Online - Upload - Google Chrome		_		×
test-plc.halifax.ca/hfxuatest/pub/lms/uploadnew.aspx?PosseUniqueId=Upload_1_1240751_12910206&Poss				Q
Select files				
Add files to the upload queue and click the start button.				
Filename	*Description	Size	Status	
Proof of insurance.docx	proof of insurance	12 KB	0%	• ^
+ Add files ± Start upload		12 KB	0%	Ţ

 Once upload is complete, the application will reopen. In the application itself, you will need to select the appropriate Attachment Type – that is the type of file noted as Required or Optional in the Documents to Attach list.

🗊 Βι	usiness License	e Applicatio	DN BA-2022-00	0617 (Draft)		
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OCUMEN	ITS TO ATTACH					
Uploaded	Document Type	Description			Sample Forn	1
	Proof of Insurance	A document proving \$2, additionally insured	None	Required		
	Optional Documents - Business Licensing	additionally insured.			None	Optional
PLOADEL	DOCUMENTS					
Uploa	d File					
Attachme	ent Type		Description	Acceptance Status		
Ontional D	ocuments - Business Licensing	pof of insurance.docx y 31, 2022 at 12:21 PM	proof of insurance	Pending		3
Proof of In	isurance					
					Screer	1D: 1240751

Note: **All** Required documents **must** be uploaded in order for municipal staff to process your application. Any missing or incorrect documents will result in the application being returned to you for action.

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