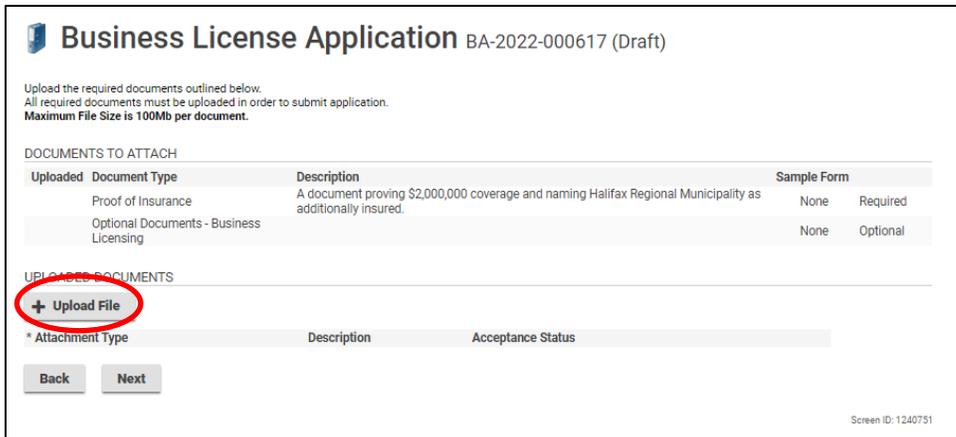


Customer Portal Series

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 required documents outlined below.
All required documents must be uploaded in order to submit application.
Maximum File Size is 100Mb per document.

DOCUMENTS TO ATTACH

Uploaded	Document Type	Description	Sample Form
	Proof of Insurance	A document proving \$2,000,000 coverage and naming Halifax Regional Municipality as additionally insured.	None Required
	Optional Documents - Business Licensing		None Optional

UPLOADED DOCUMENTS

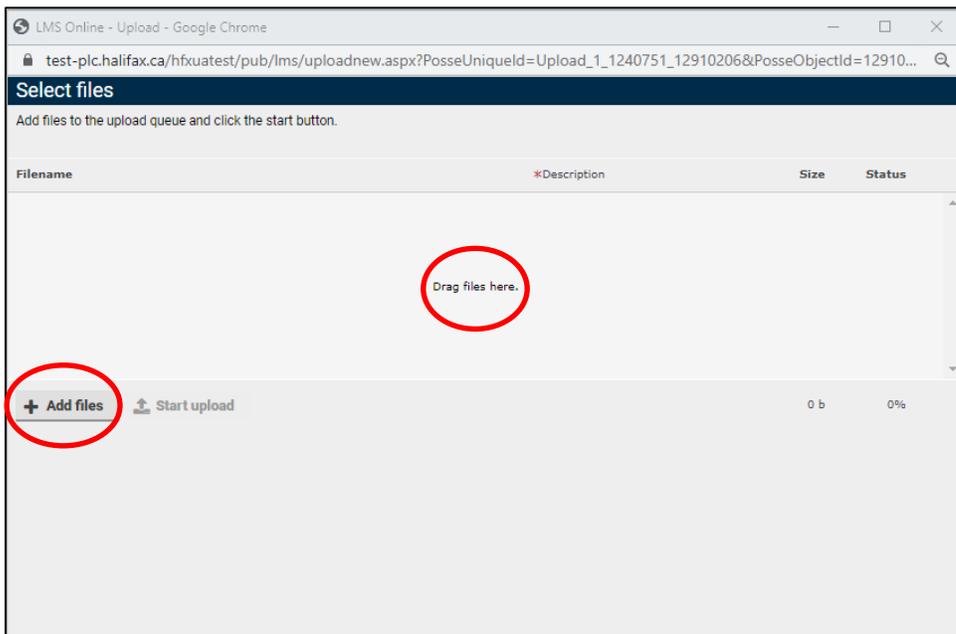
+ Upload File

* Attachment 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.



LMS Online - Upload - Google Chrome

test-plc.halifax.ca/hfxuatetest/pub/lms/uploadnew.aspx?PosseUniqueId=Upload_1_1240751_12910206&PosseObjectId=12910...

Select files

Add files to the upload queue and click the start button.

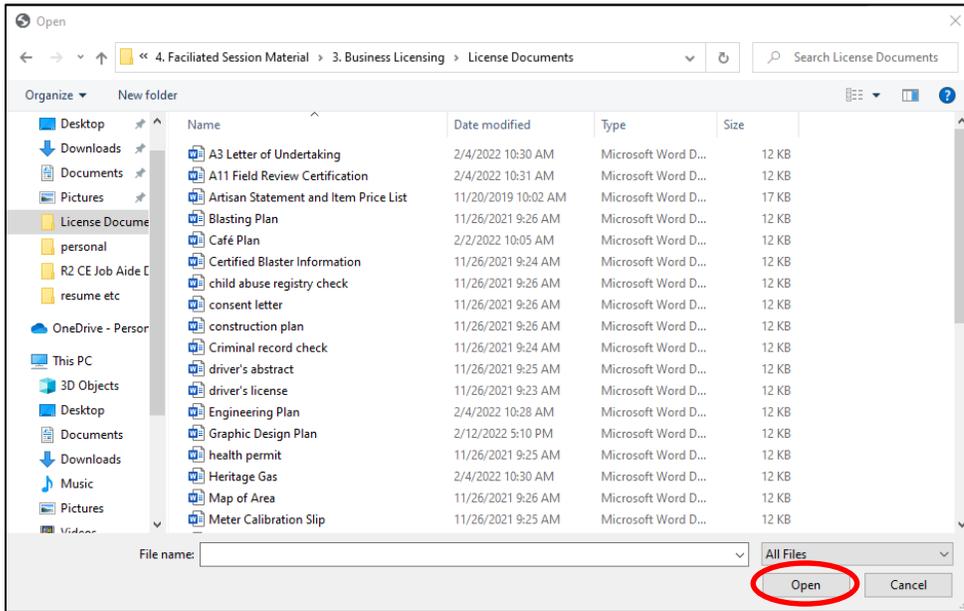
Filename	*Description	Size	Status
----------	--------------	------	--------

+ Add files **Start upload** 0 b 0%

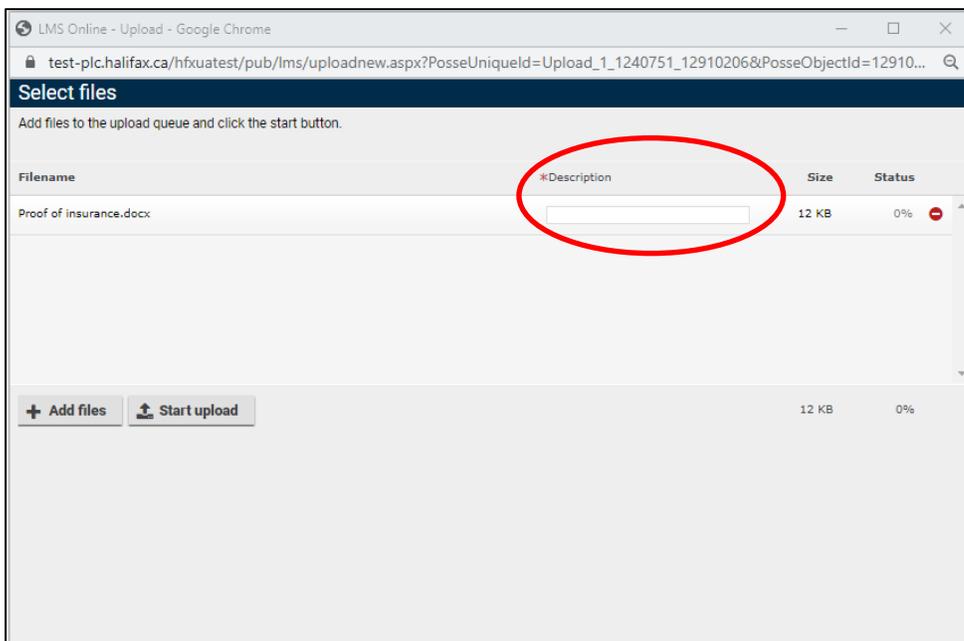
Drag files here.

Customer Portal Series

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

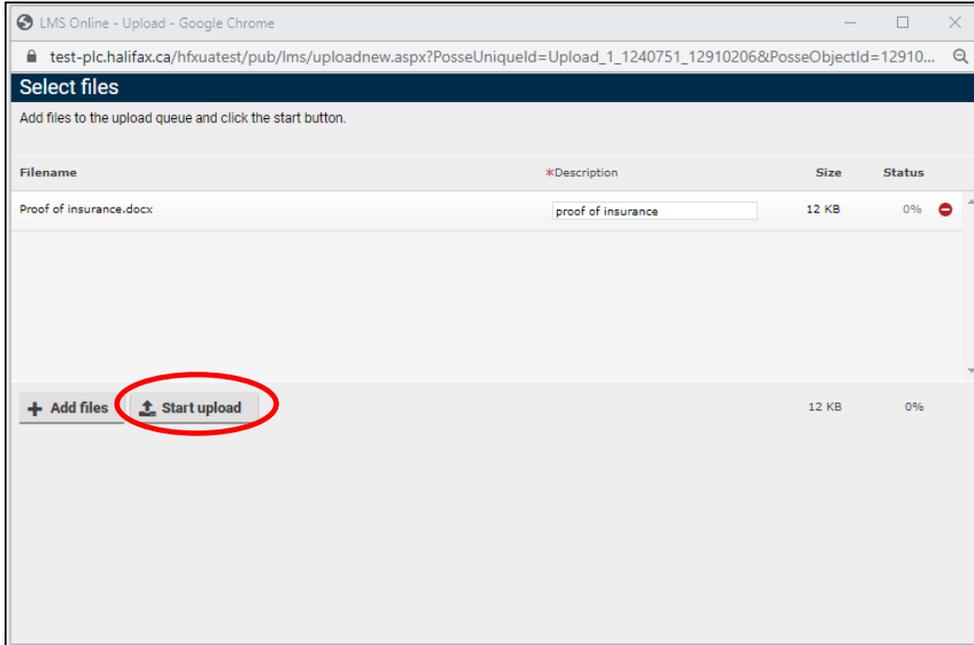


4. Once a file is selected you must enter a Description for each file uploaded.

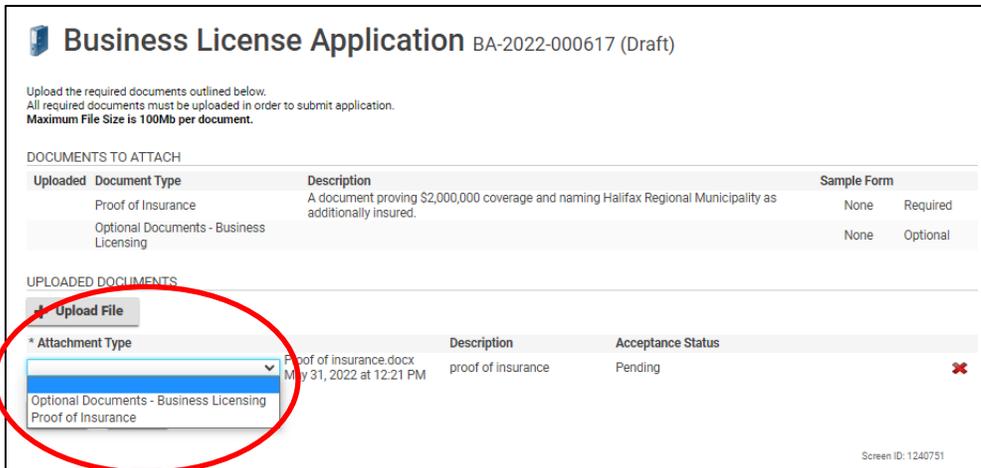


Customer Portal Series

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



- 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.



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.