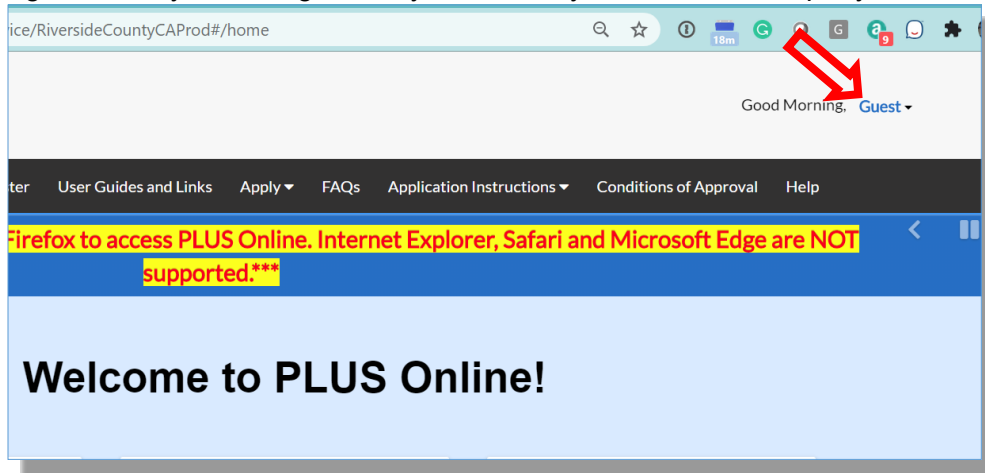


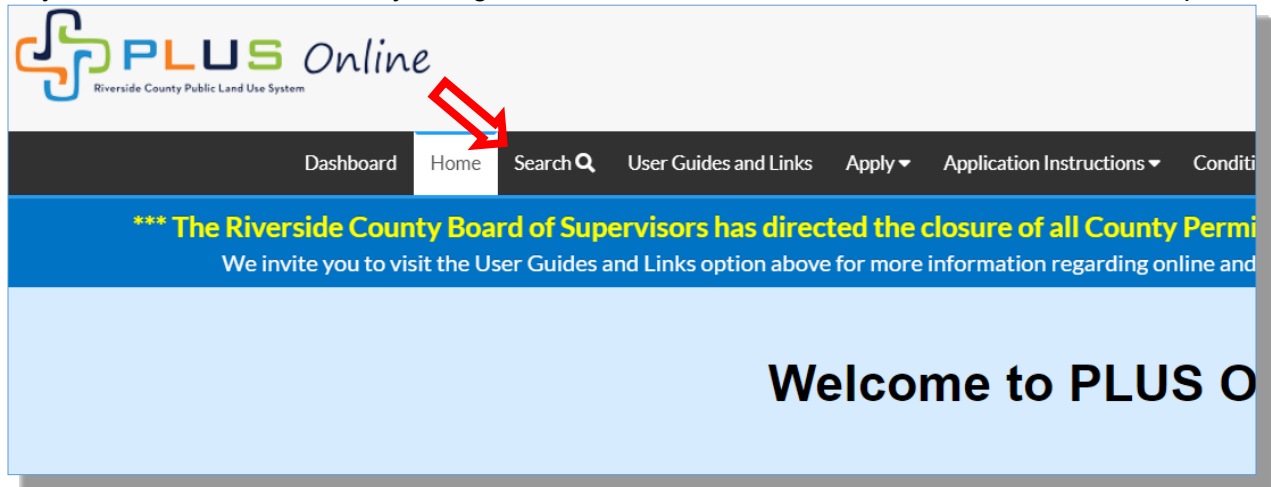
How to Download Attachments

Please note that in order download attachments from PLUS Online, you must have a registered PLUS Online account. If you do not have a PLUS Online account, please see the instruction video and manual at <https://rctlma.org/plus/How-to-Register>. If you have any trouble registering or viewing corrections, please contact us at PLUSAssist@rivco.org.

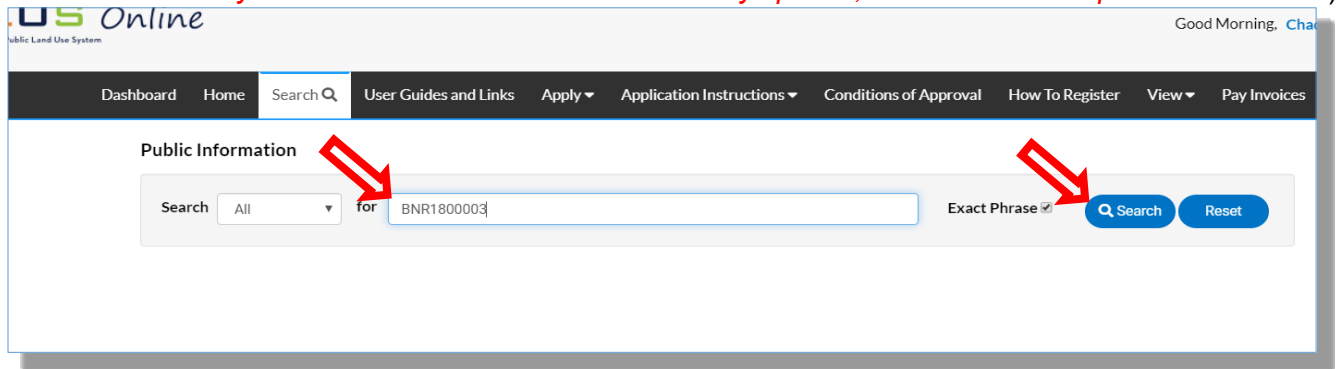
1. To view your attachments, you must first login to your account. To make sure you're logged in, check the upper right-hand corner of the screen. If it says "Guest," as in the screenshot below, then you are not signed in. If you are signed in, you will see your name or company name.



2. Once you are logged in, you will need to navigate to the permit or plan record in question. The easiest way to locate the record is by using the search tool. Click on the search icon in the top menu bar.



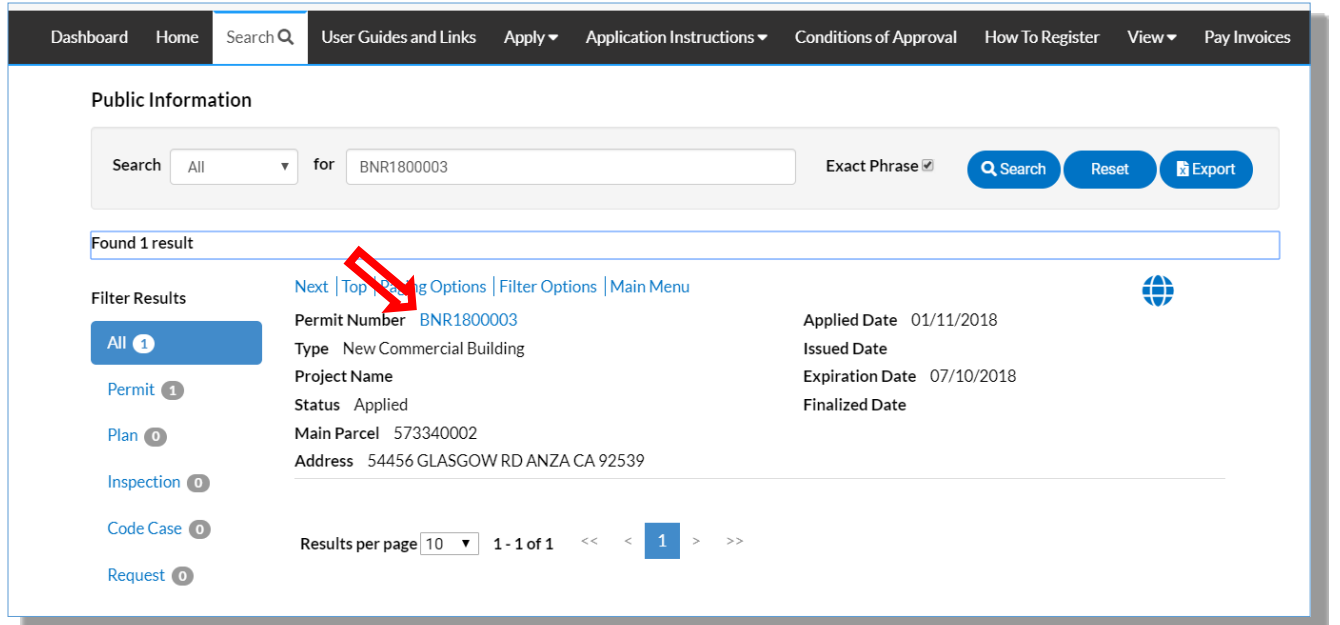
- Now type the plan or permit number into the search field and click search. *(Please make sure you type the number exactly. Permit numbers should not have any spaces, dashes or other special characters.)*



Public Information

Search for Exact Phrase

- Click on the appropriate permit or plan number in your search results.



Public Information

Search for Exact Phrase

Found 1 result

Filter Results

- All 1
- Permit 1
- Plan 0
- Inspection 0
- Code Case 0
- Request 0

Next | [Top](#) | [Filtering Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number **BNR1800003**

Type New Commercial Building

Project Name

Status Applied

Main Parcel 573340002

Address 54456 GLASGOW RD ANZA CA 92539

Applied Date 01/11/2018

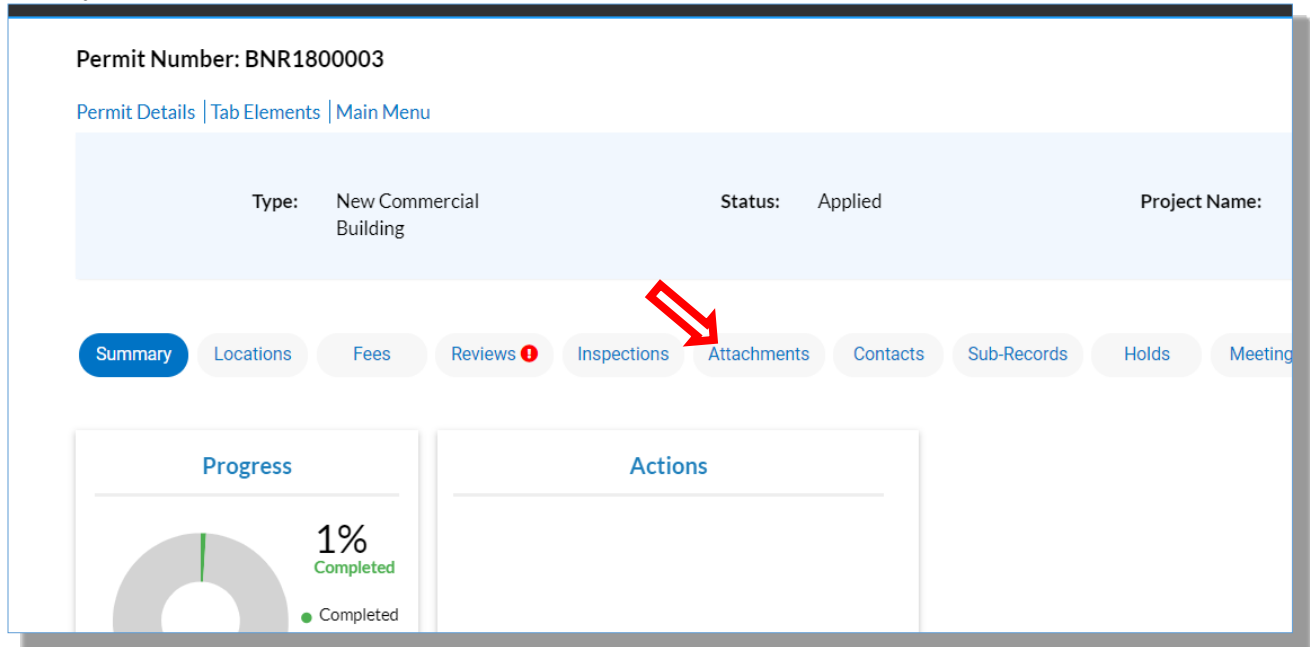
Issued Date

Expiration Date 07/10/2018

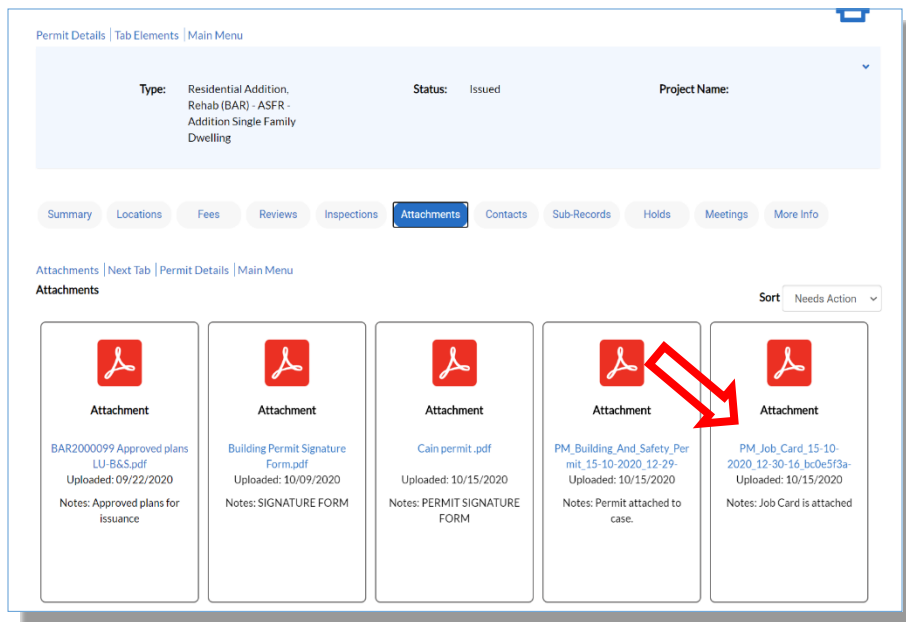
Finalized Date

Results per page 1 - 1 of 1 << < 1 > >>

- Once you have opened the plan or permit record, click on the **Attachments** tab.



- Once in the **Attachments** tab, click on the **Attachment** title you wish to download and follow the download prompts.



Please note that all computers and operating systems are different. Once you click on the filename, you may need to look around for the file save window. The file may have automatically downloaded to a default download folder. If you need further assistance downloading the file, please contact us at PLUSAssist@rivco.org.