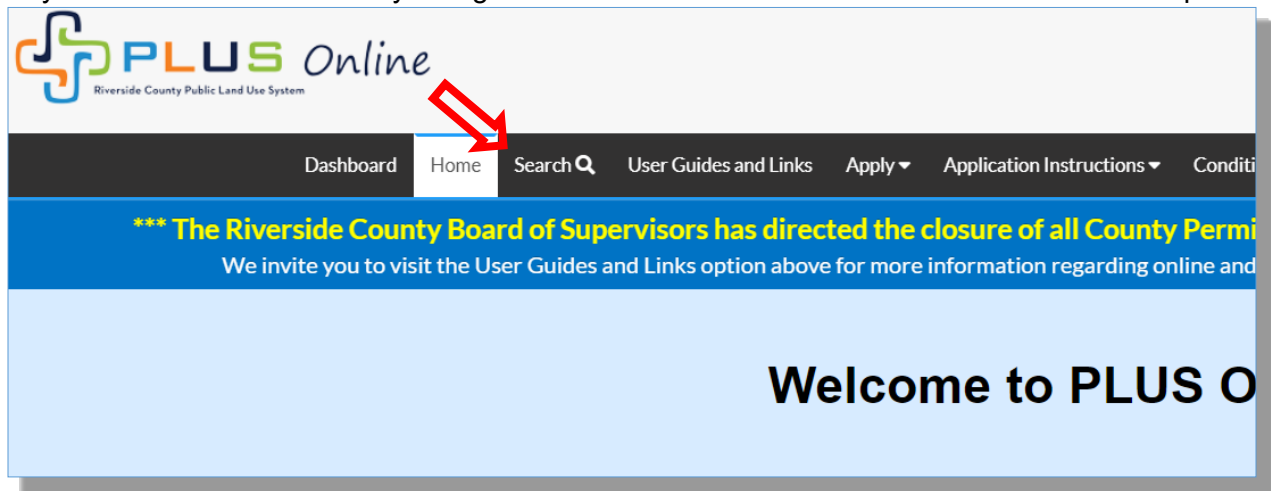


How to Upload Attachments?

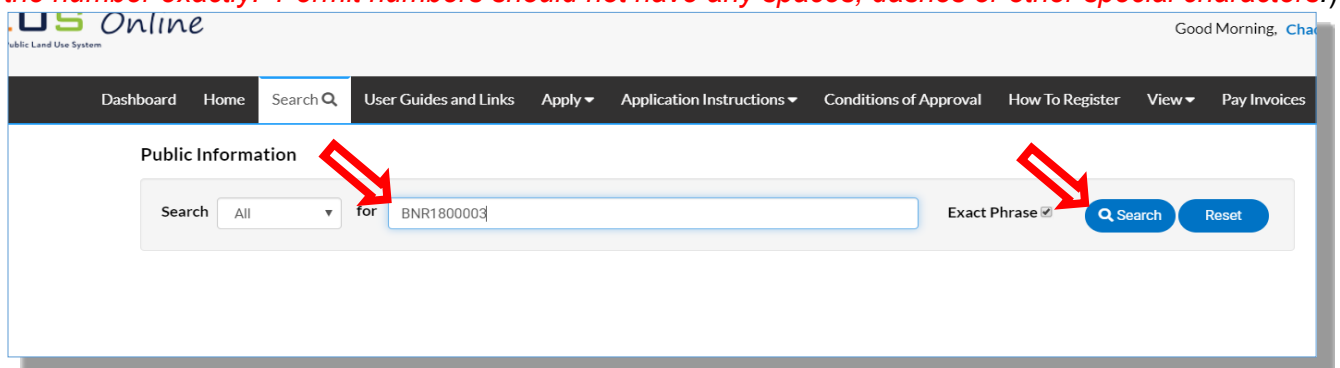
First, please note that you must use Chrome or Firefox to access PLUS Online. Internet Explorer, MS Edge, and Safari are not compatible with the website.

Second, in order to review corrections and upload revised documents, 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.

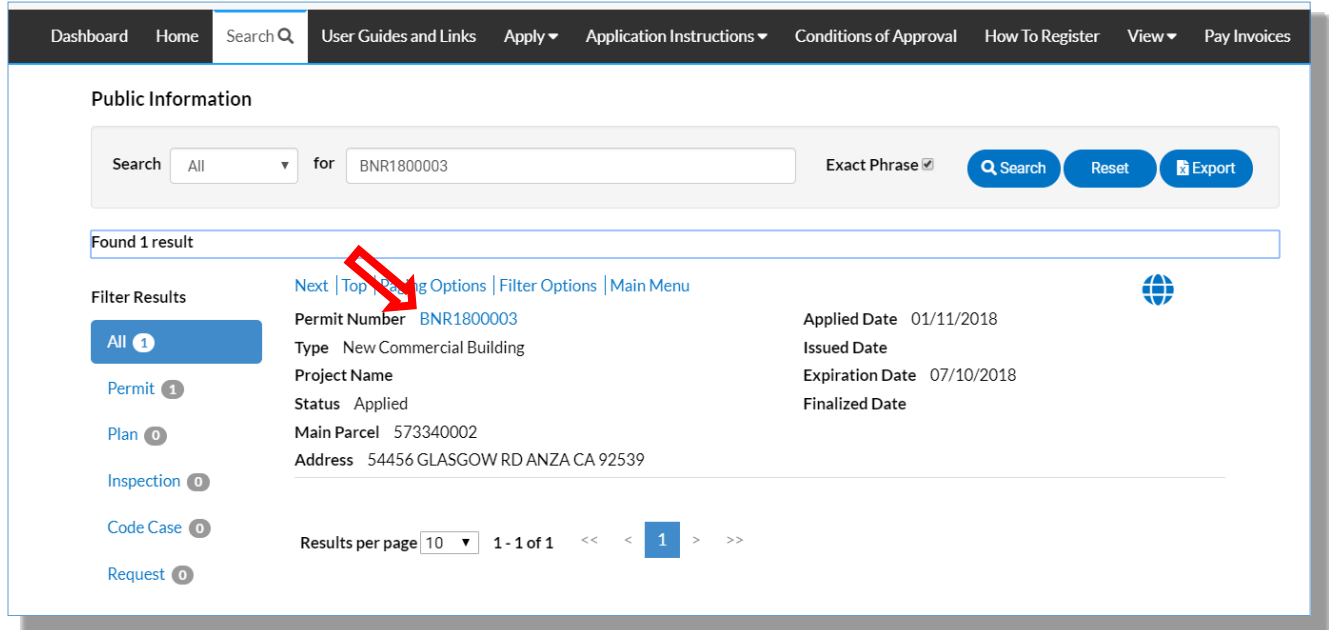
1. To upload attachments, you first need to navigate to the permit or plan record in question. The easiest way to locate the record is by using the search tool. Click on the search icon in the top menu bar.



2. 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.*)



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



Dashboard Home Search Q User Guides and Links Apply Application Instructions Conditions of Approval How To Register View Pay Invoices

Public Information

Search All for BNR1800003 Exact Phrase Search Reset Export

Found 1 result

Filter Results

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

Next | Top | Loading Options | Filter Options | Main Menu

Permit Number BNR1800003 Applied Date 01/11/2018

Type New Commercial Building Issued Date

Project Name Expiration Date 07/10/2018

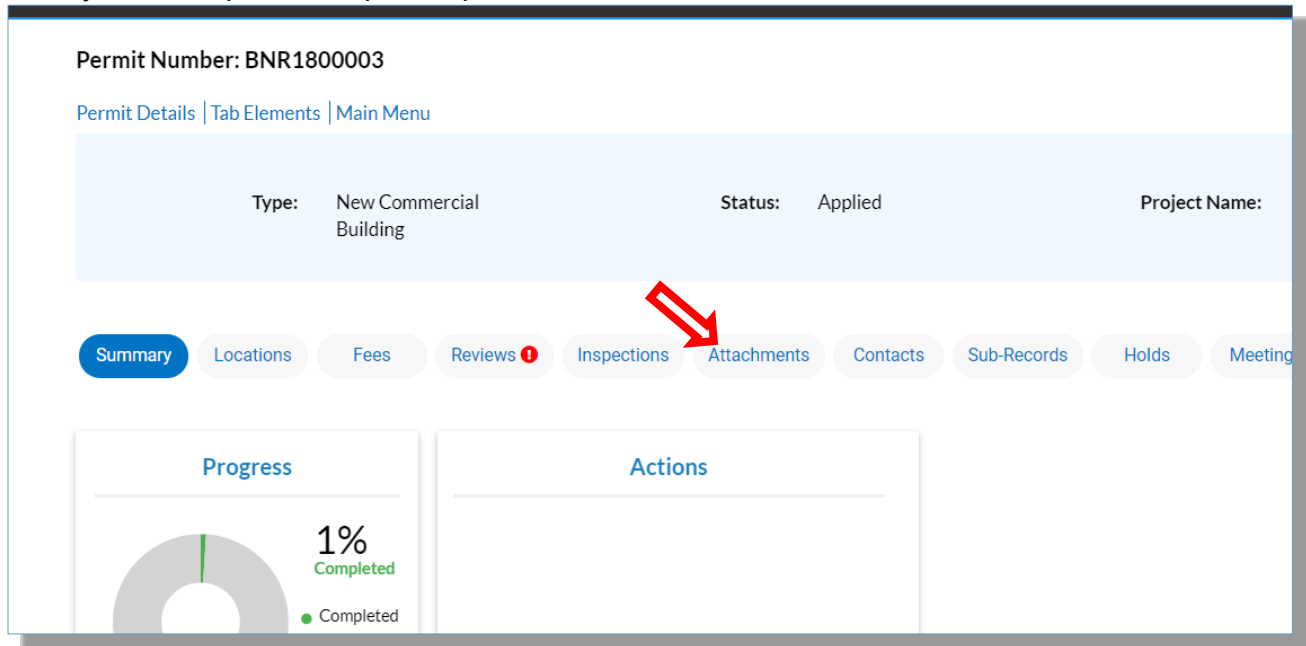
Status Applied Finalized Date

Main Parcel 573340002

Address 54456 GLASGOW RD ANZA CA 92539

Results per page 10 1 - 1 of 1 << < 1 > >>

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



Permit Number: BNR1800003

Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied Project Name:

Summary Locations Fees Reviews 1 Inspections Attachments Contacts Sub-Records Holds Meeting

Progress 1% Completed

Actions

5. Once in the **Attachments** tab, click on the **Add Attachment** tile.

Permit Number: BNR1800003

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: New Commercial Building Status: Applied

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) ! | [Inspections](#) | **[Attachments](#)** | [Contacts](#) | [Sub-Records](#) | [H](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

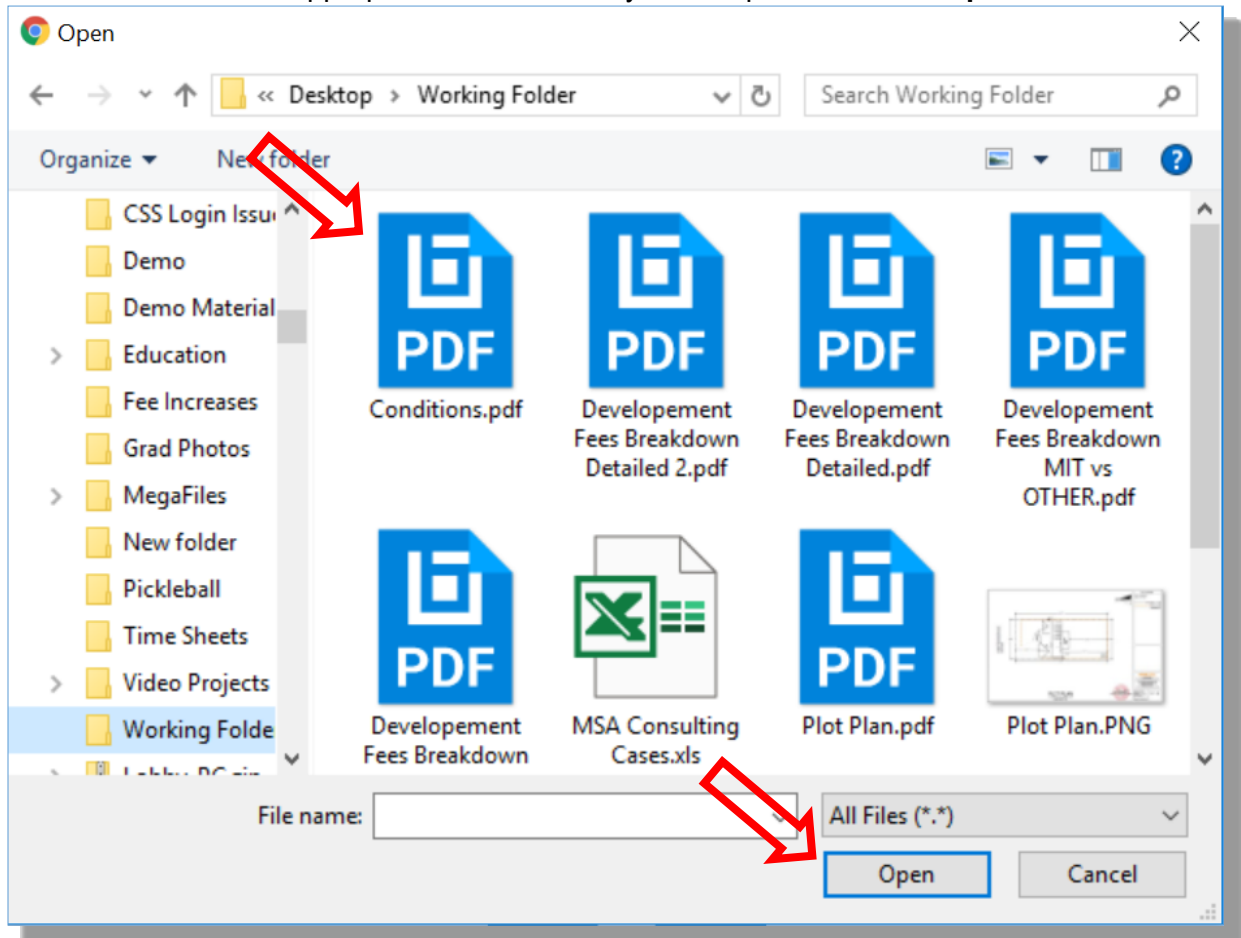
Other ▾

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

6. Locate and select the appropriate document on your computer and click **Open**.



7. Finally, make sure you click the **Submit** button.

Permit Number: BNR1800003


Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied Project Name: ▼

Summary Locations Fees Reviews ● Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▼



Other

Conditions.pdf

Size: 51.54 KB


Remove

Other ▼

Add Attachment

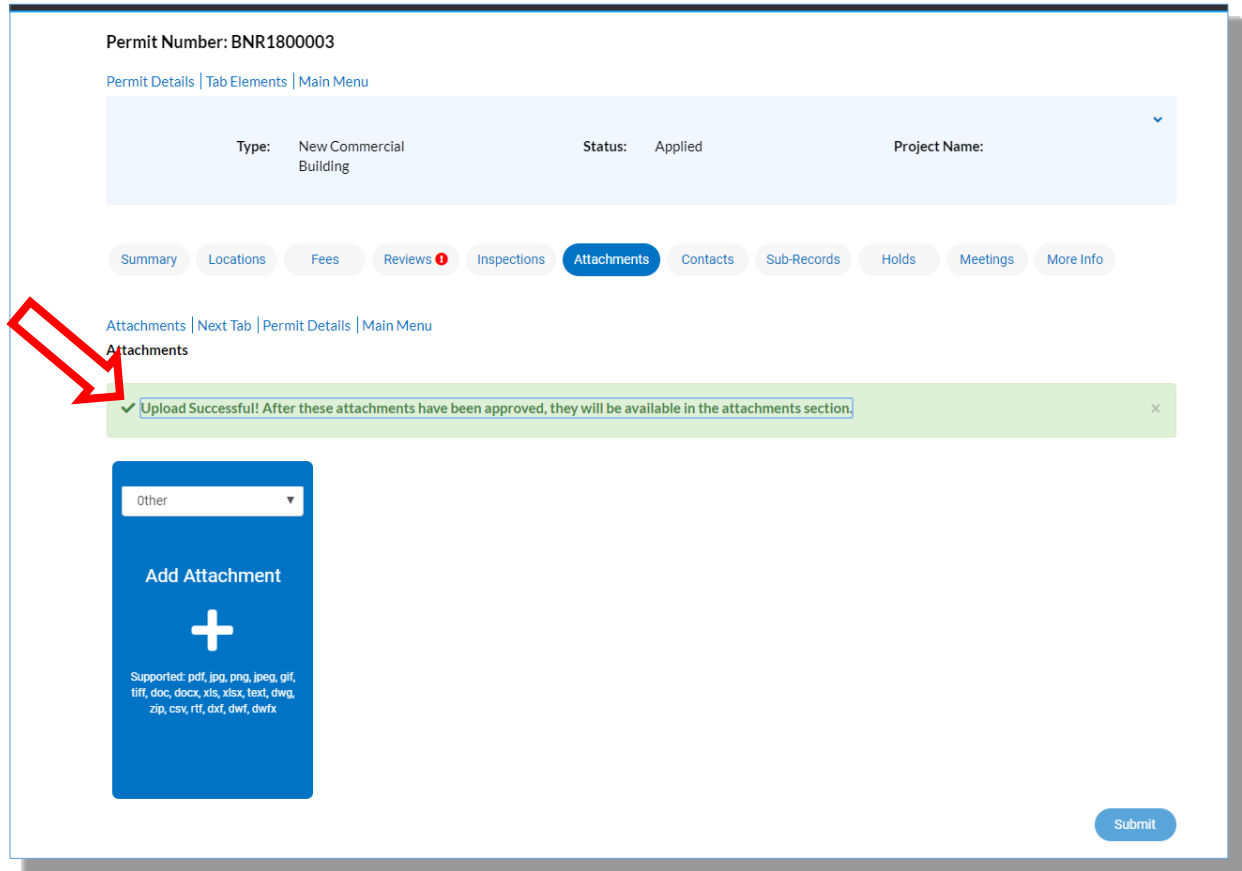
+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx



Submit

8. Your document will disappear from the attachments tab, but the **Green Banner** indicates that the attachment was uploaded successfully. (*Please note that attachments will not be viewable unless staff manually updates the status of the attachment*)



Permit Number: BNR1800003

Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied Project Name: ▼

Summary Locations Fees Reviews 1 Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

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Attachments

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section. ×

Other ▼

Add Attachment

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Submit