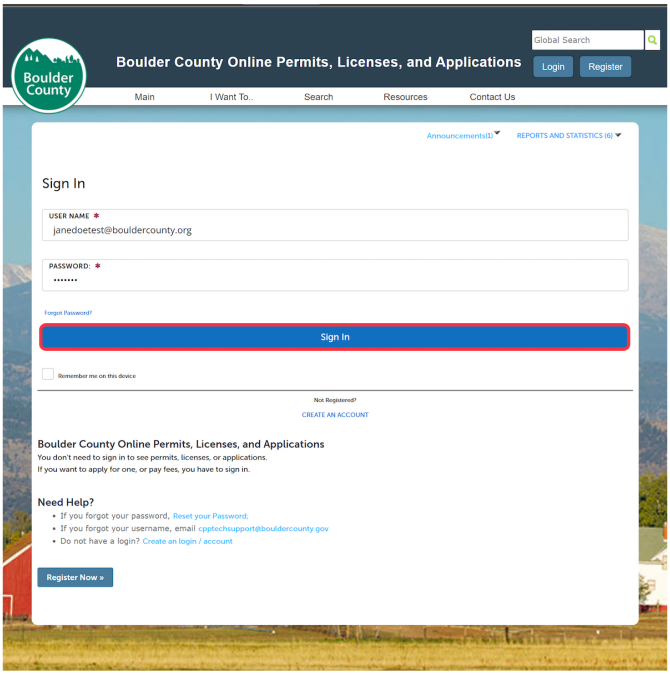
How to add a document to an existing application:

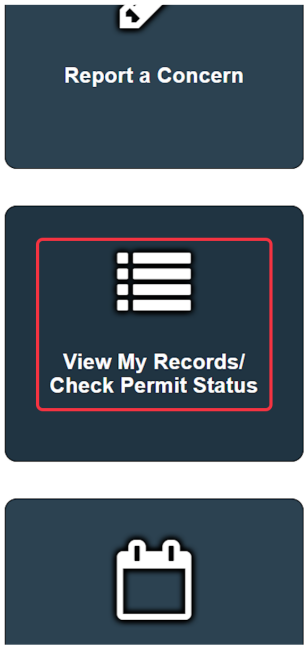
STEP 1

Login if you are not already logged in.



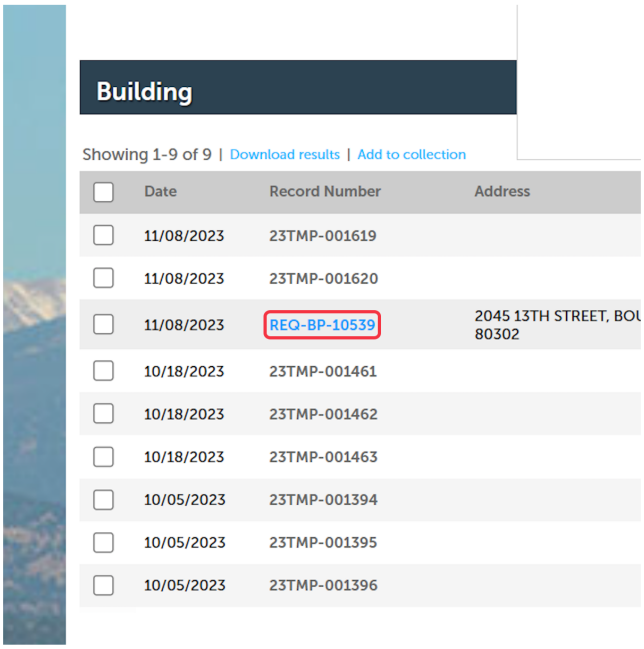
STEP 2

Click on View My Records/ Check Permit Status



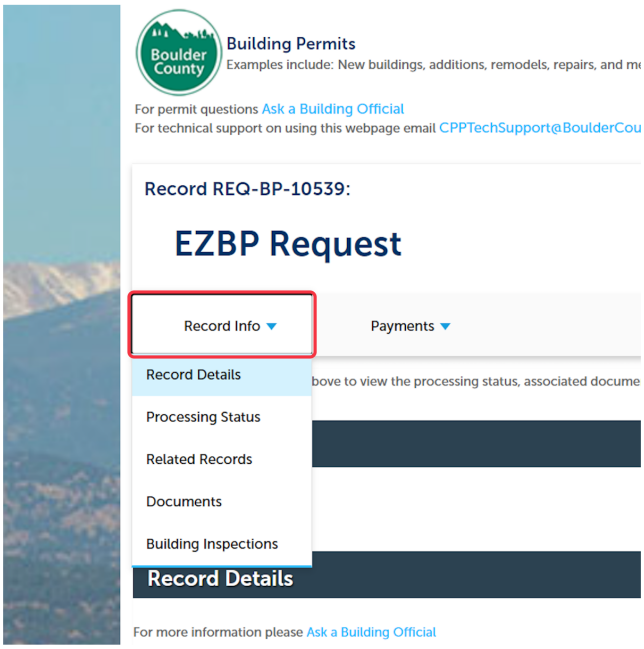
STEP 3

Click on Record Number



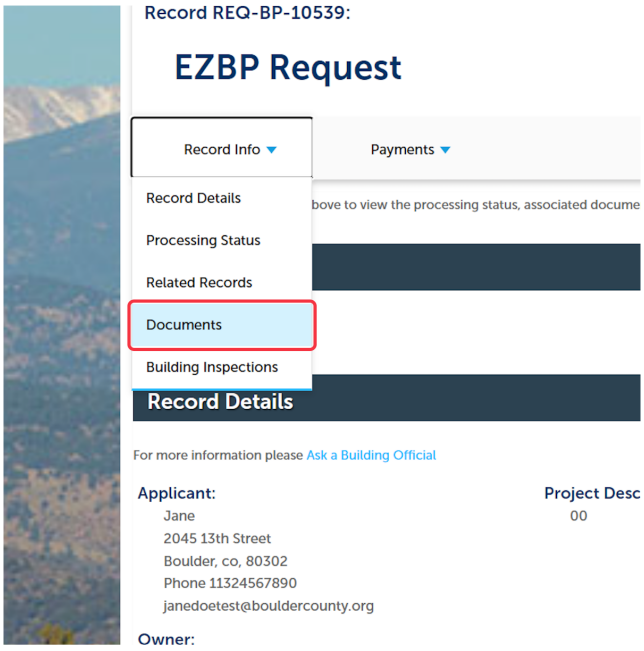
STEP 4

Click on Record Info



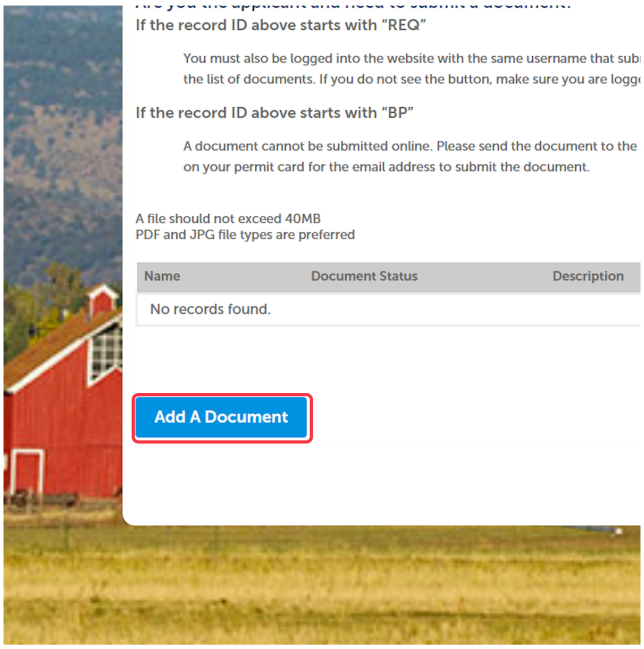
STEP 5

Click on Documents



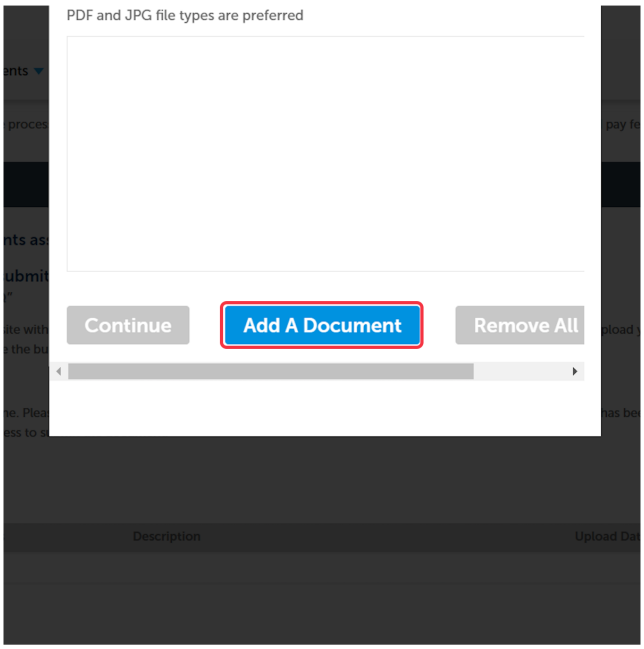
STEP 6

Click on Add A Document



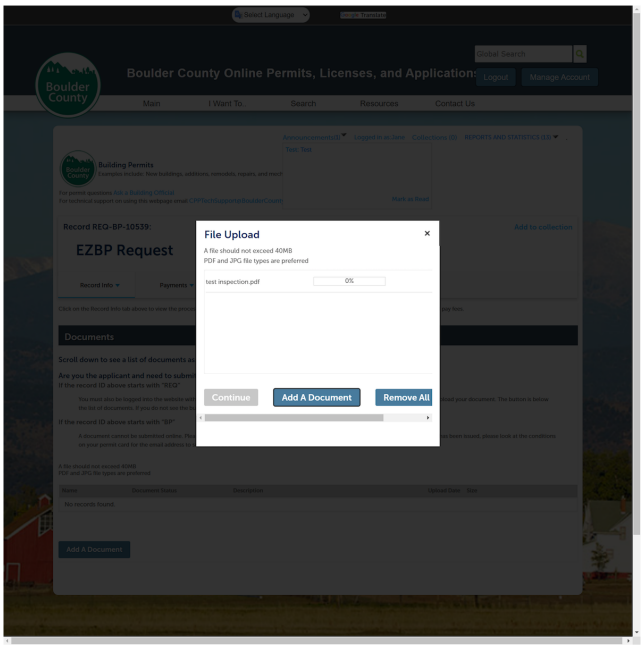
STEP 7

Click on Add A Document



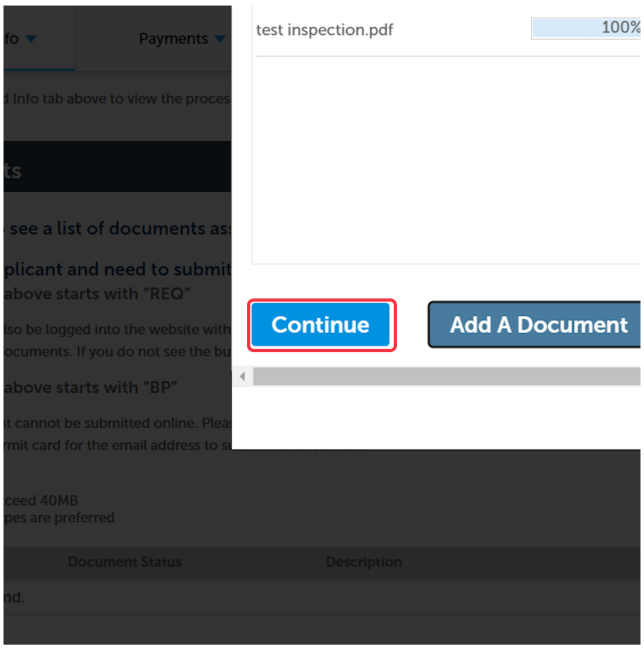
STEP 8

Select a file from upload menu



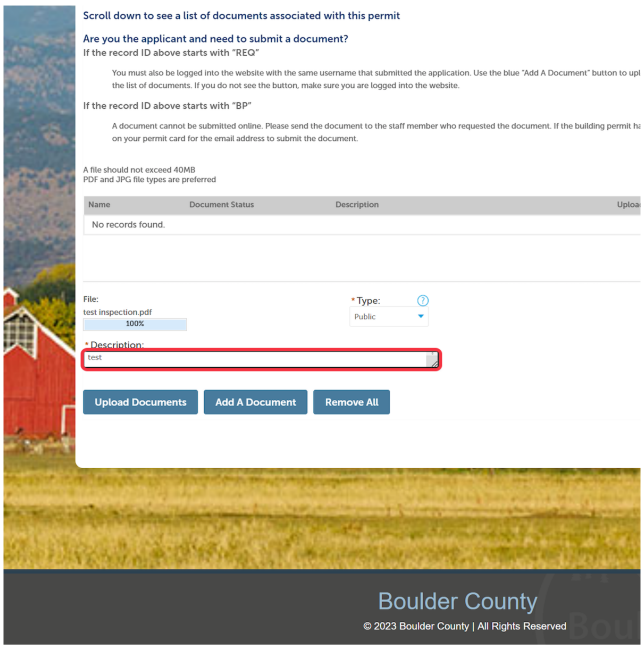
STEP 9

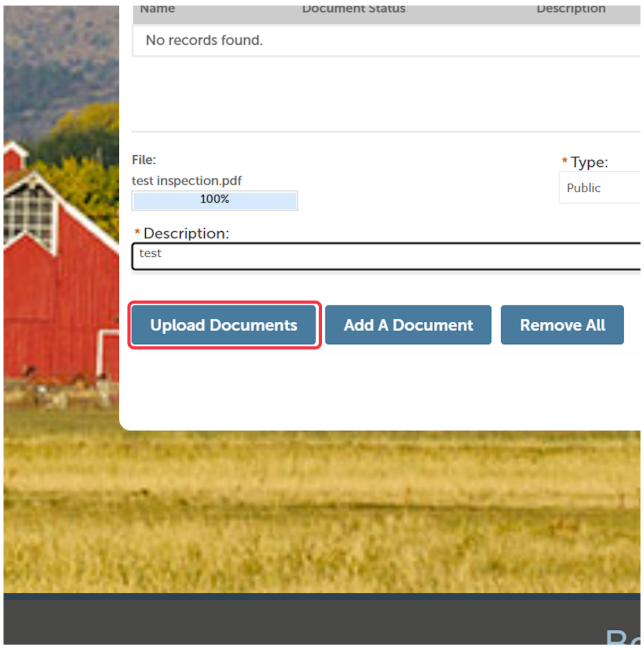
Click on Continue



STEP 10

Enter a description



STEP 11

Click on Upload Documents