

How to access documents in CommunityConnect

 communitycore.zendesk.com/hc/en-us/articles/360048942854-How-to-access-documents-in-CommunityConnect

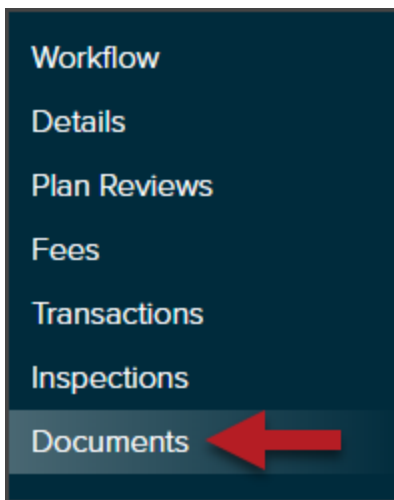


How to view and download a document



- Click the permit number to open the permit

| PERMIT NUMBER | ADDRESS | PERMIT TYPE |
|------------------------------|--------------------------------------|-----------------|
| 20GOT-B00007 | 1351 Northwest 12th Street, Miami | Basement Finish |

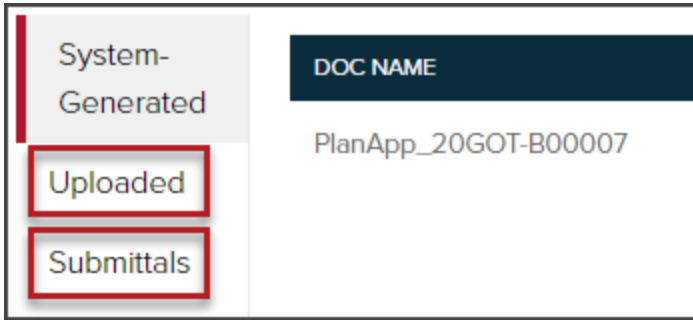
- Click Documents



-  Click to download a file

| | | | |
|------------------|----------------------|--------------|---|
| System-Generated | DOC NAME | DATE CREATED | |
| Uploaded | PlanApp_20GOT-B00007 | 03/18/2020 |   |
| Submittals | | | |

- View additional files by clicking **Uploaded** and **Submittals**

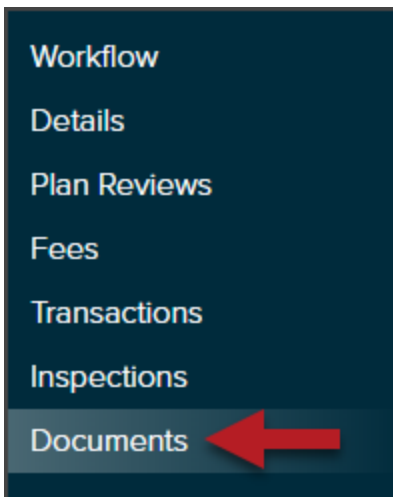


What are Submittals documents?

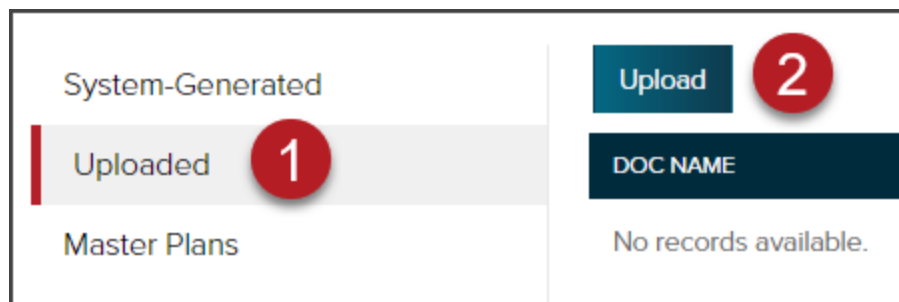
Plan review documents uploaded by the applicant at the time of submittal or Plans Examiners.

How to Upload a Document

- Click the Documents




- Click Uploaded
- Click Upload Document



- Click Upload File and select your file to upload
- Enter a document name

- Select the document type
Click OK


Upload Document ×

Upload File  **4**

Document Name*

5

Document Type*

Select item... **6** 

Notes