

How to access documents in CommunityConnect

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

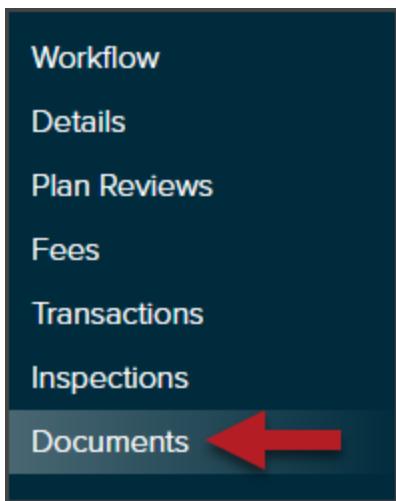


How to view and download a document

- Click the permit number to open the permit

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

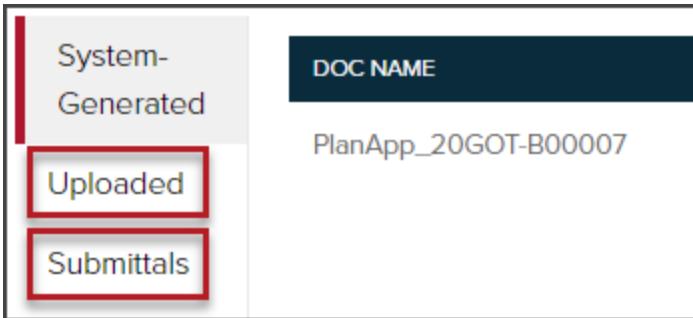
- Click Documents



-  Click to download a file

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

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

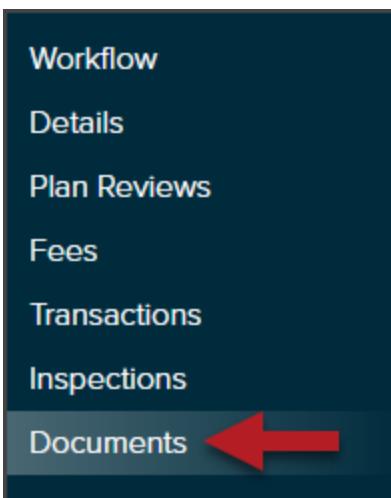


What are Submittals documents?

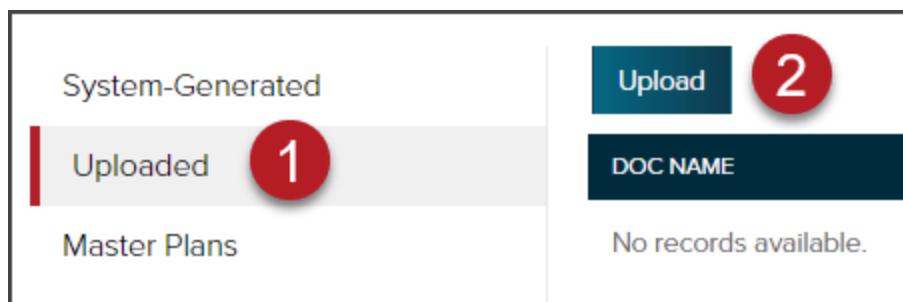
Plan review documents uploaded by the applicant at the time of submittal or Plans Examiners.

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

4

Upload File

5

Document Name*

6

Document Type*

Notes

OK Cancel