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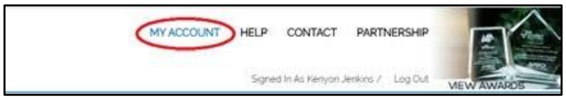
SCPDC
South Central Planning & Development Commission

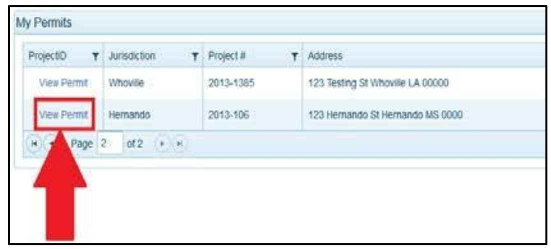
BR
CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE
DEPARTMENT OF DEVELOPMENT

How to Upload Documents to Your Project

When additional documents or revised plans are needed for your project, you will have the option of uploading the documents through the customer portal. Please ensure that the document is a PDF document and is saved to your local computer prior to starting the process.



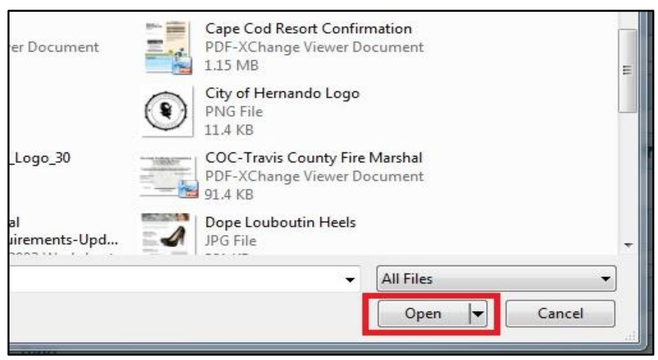
1. Once you are logged in, click on the **My Account** button at the top right of the webpage.



2. Scroll down to the **My Permits** section and click on the **View Permit** link associated with the project you desire.

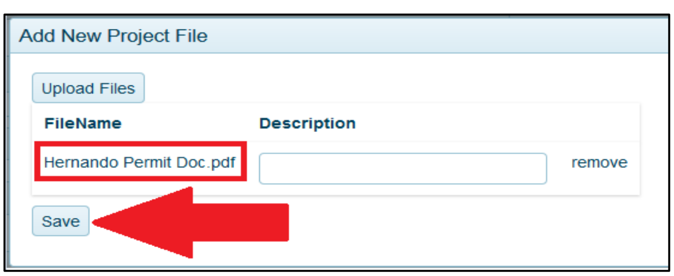
3. When the project opens, scroll down the page to the section called **Customer Documents.** Click on the link at the far right that says **Add New File.**

4. Click the **Upload Files** button in the window that appears.



5. Select the file you wish to upload from the folder location on your computer and then click **Open**.

6. Allow the file time to upload. Once the file has finished uploading you will see the File Name in the window. You may enter a short description in the Description box but it is not required. Click the **Save** button to complete the file upload process.



7. The file name will display in the **Customer Documents** section confirming the document has uploaded to the project. The jurisdiction will see the file and contact you if necessary.