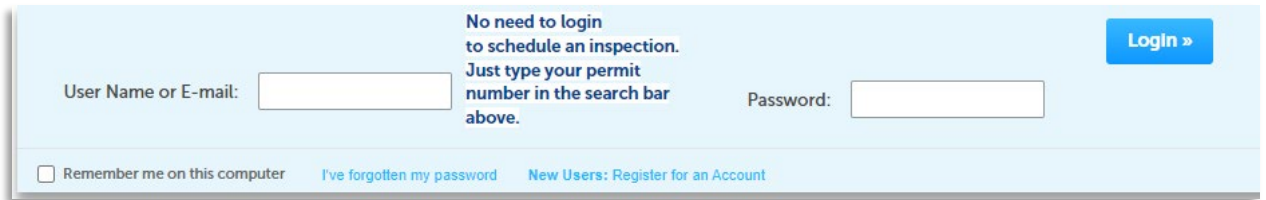


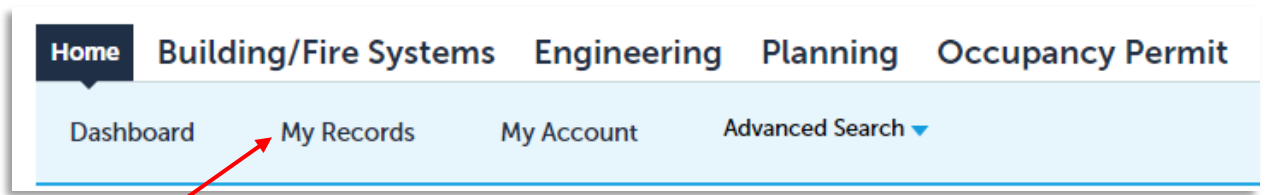
Step-by-step instructions – How to resubmit documents to a record in plan check

- 1) Click this link to go to our [OPS Portal](#).
- 2) Log in using your User Name or E-mail and your password.

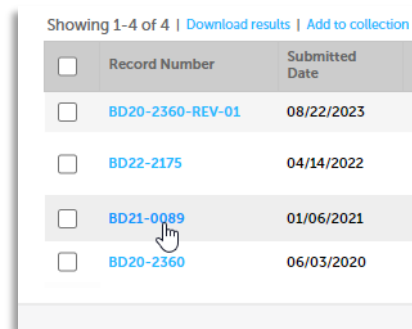


The login form features a light blue background. On the left, there is a text input field labeled "User Name or E-mail:". To its right, a message reads: "No need to login to schedule an inspection. Just type your permit number in the search bar above." Further right is a text input field labeled "Password:". A blue "Login »" button is positioned in the top right corner. At the bottom, there are three links: "Remember me on this computer" (with a checkbox), "I've forgotten my password", and "New Users: Register for an Account".

- 3) Click on My Records.



- 4) Select the record that you need.

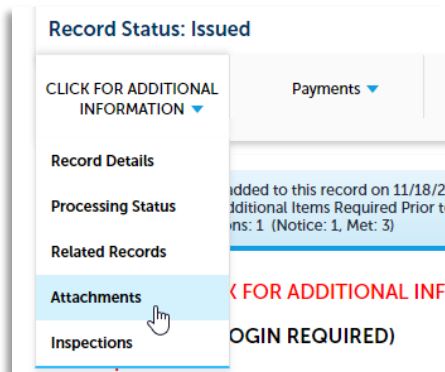


The table shows a list of records with the following data:

<input type="checkbox"/>	Record Number	Submitted Date
<input type="checkbox"/>	BD20-2360-REV-01	08/22/2023
<input type="checkbox"/>	BD22-2175	04/14/2022
<input type="checkbox"/>	BD21-0089	01/06/2021
<input type="checkbox"/>	BD20-2360	06/03/2020

At the top of the table, it says "Showing 1-4 of 4 | [Download results](#) | [Add to collection](#)". A mouse cursor is hovering over the "BD21-0089" record.

- 5) Click the box that says "CLICK FOR ADDITIONAL INFORMATION" and then select Attachments.



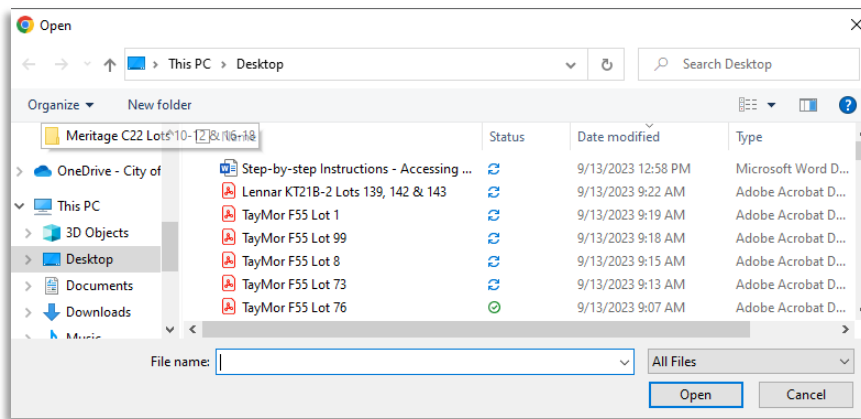
6) It may take a second to load, but then scroll down and you will see the documents.

File Name	Action	Type	Size	Upload Date	Folder
1235 Kaseberg Cir - Air_Quality_Certificate_of_Compliance_for_Residential_Construction.pdf	Actions ▼	Documents	158.43 KB	08/16/2023	1st Submittal
1235 Kaseberg Cir - Asbestos_Declaration_of_Notification_Compliance.pdf	Actions ▼	Documents	66.06 KB	08/16/2023	1st Submittal
/Building_Reports/BLD_ElectronicSignatureDisclosure_20230901_093213.pdf	Actions ▼	Documents	148.58 KB	09/01/2023	
/Building_Reports/BLD_Contractor_Declarations_20230901_093214.pdf	Actions ▼	Documents	218.95 KB	09/01/2023	
1235 Kaseberg Cir - Electrical Load Worksheed _City_markups.pdf	Click Here to Resubmit Actions ▼	Technical Documents	3.98 MB	09/11/2023	1st Submittal
1235 Kaseberg Cir - Update Floor Plans_1st Submittal (3)_City_markups.pdf	Click Here to Resubmit Actions ▼	Plans	981.49 KB	09/11/2023	1st Submittal
1235 Kaseberg Cir - Widow RepL_City_markups.pdf	Click Here to Resubmit	Technical Documents	486.71 KB	09/11/2023	1st Submittal

7) The documents that you need to Resubmit are identified by the **Click Here to Resubmit** link.

8) Make sure that the documents you are resubmitting are named the same as the previous document and, if there are bookmarks, please make sure that the bookmarks are the same as the previous document as well.

9) Click on the **Click Here to Resubmit** link and it will take you to select the document you would like to resubmit.



10) Make sure to resubmit all documents that show the **Click Here to Resubmit** above the Actions icon.

11) Your Plans Examiner will be notified of the resubmittal and will review the documents provided.