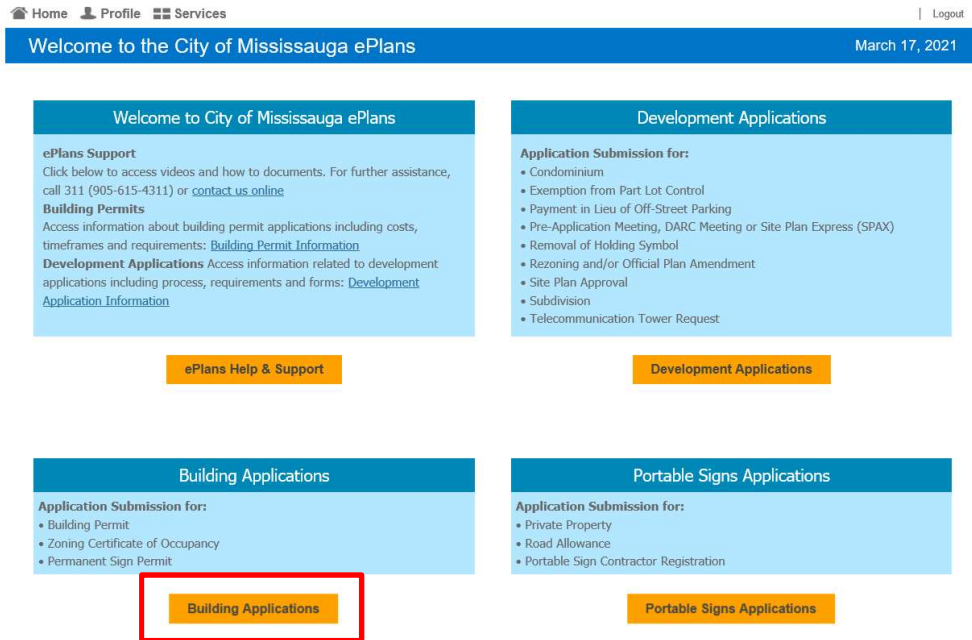
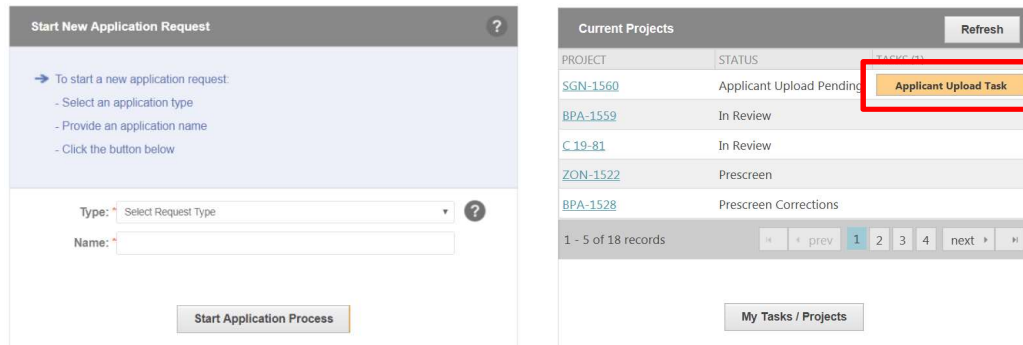


HOW TO: APPLICANT UPLOAD (Projects created after April 19, 2019 – Tasks PF)

1. Log into ePlans
2. Select “Building Applications”

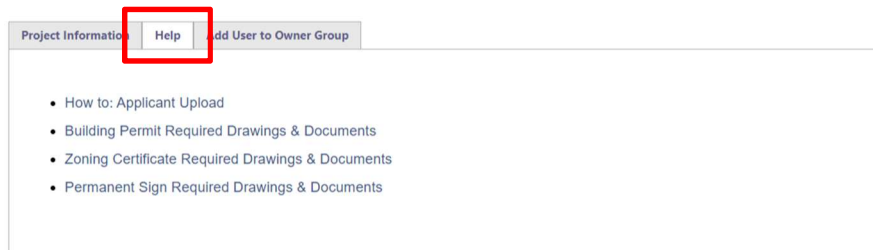


3. Click on the “Applicant Upload Task” button. This will open your task in a new window.



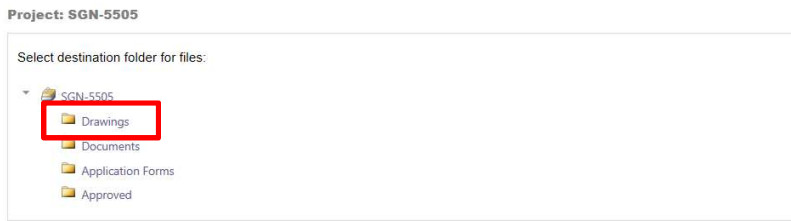
4. Review the required drawings and documents available in the “Help” tab

If your upload does not comply with the submission requirements your request may be rejected

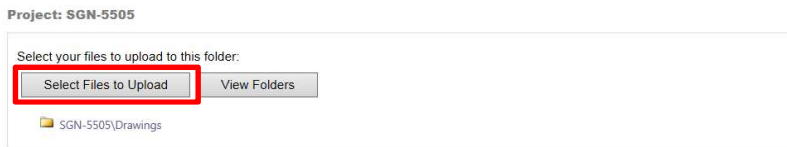


5. Upload your drawings and documents:

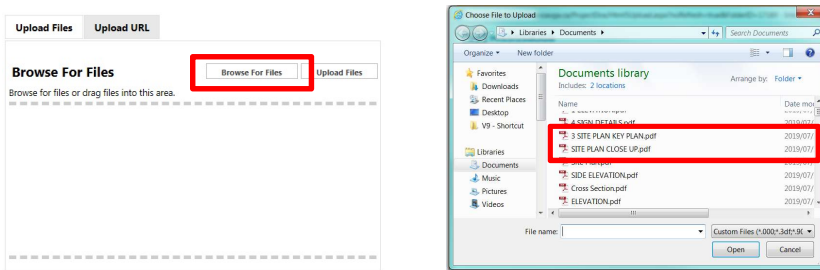
a) Select the folder you want to upload into



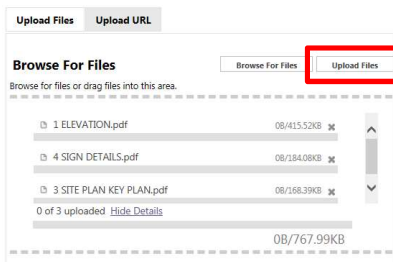
b) Click “Select files to upload”



c) Click “browse for files” and select your files on your device



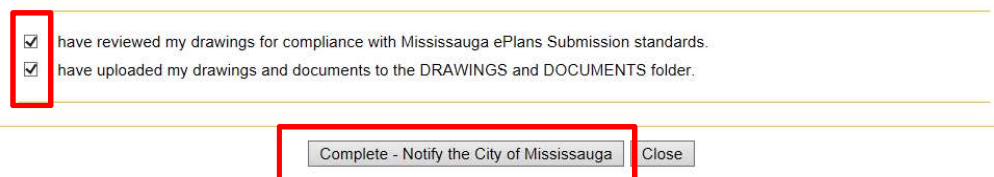
d) Click “upload files”



6. Complete the task

a) Select the check boxes at the bottom of the window

b) Click “Complete- Notify the City of Mississauga”



After completing all of the steps outlined above, you will receive a confirmation email titled “APPLICANT UPLOAD RECEIVED”