

# Upload PDF Files to Projects

In the event your jurisdiction needs additional documentation or revised plans for a project, you can upload these files through the customer portal. Please save PDF documents to your local computer prior to starting the process.

**Step 1:** Once logged into [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org), click on My Account in the top right of the homepage.



**Step 2:** Under the My Permits section of your account page, select the project you would like to add files to by clicking View Permit.

My Permits

Find projects associated to your verified phone numbers

View	Jurisdic...	Alias	Project #	Address	Project Name	Status	Issued	Req. Inspec...	A...
View Permit	Whoville		2013-1393	218 Cane Break Dr. Thibodaux LA 70301	Walgreen's Redbox	Approved	01-01-1900	Request	✖
View Permit	Whoville		2015-1527	223 Dove Tail Dr Houma LA 70360		Approved	01-01-1900	Request	✖
View Permit	Whoville		2016-1552	Candycane LA 70301		Approved	01-01-1900	Request	✖

**Step 3:** Once the desired project opens, scroll to the section labelled Customer Documents. Click the button on the right-hand side of that section labeled "Add New File".

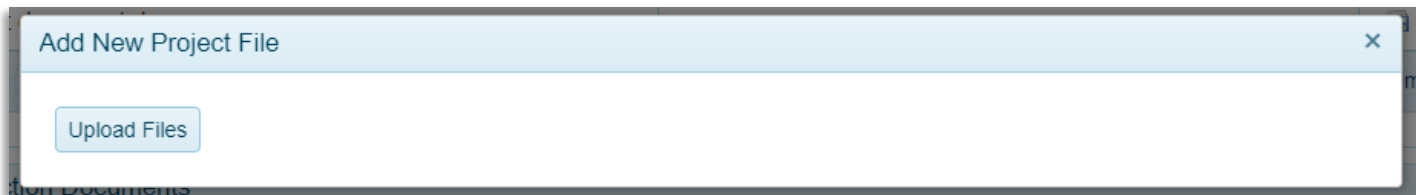
Customer Documents

Add New File

File Name	Description		
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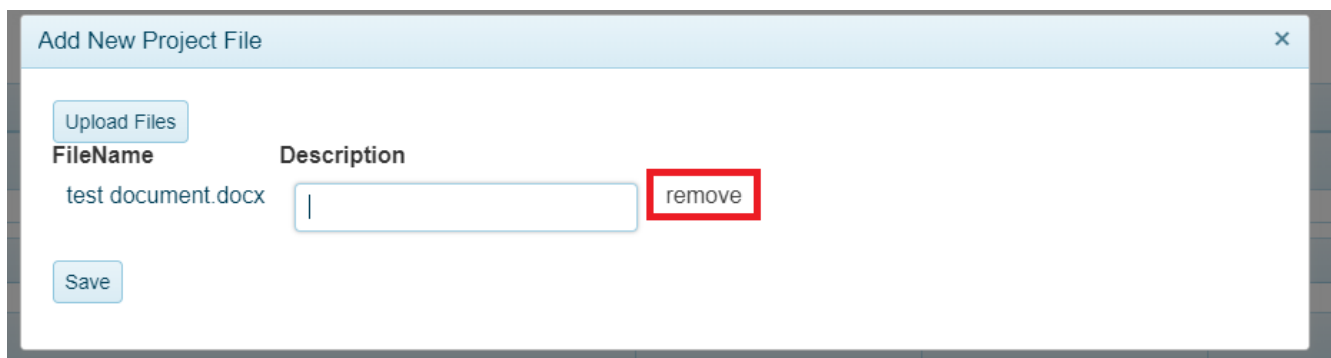
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**Step 4:** A small pop up will appear with an upload Files button. Clicking the button will open your computer's file viewer. Select the desired file and click



“Open”.

**Step 5:** You will be given the option to add a description to the file before saving. You can also remove a file.



**Step 6:** Once you click save, the file will be added to the project.