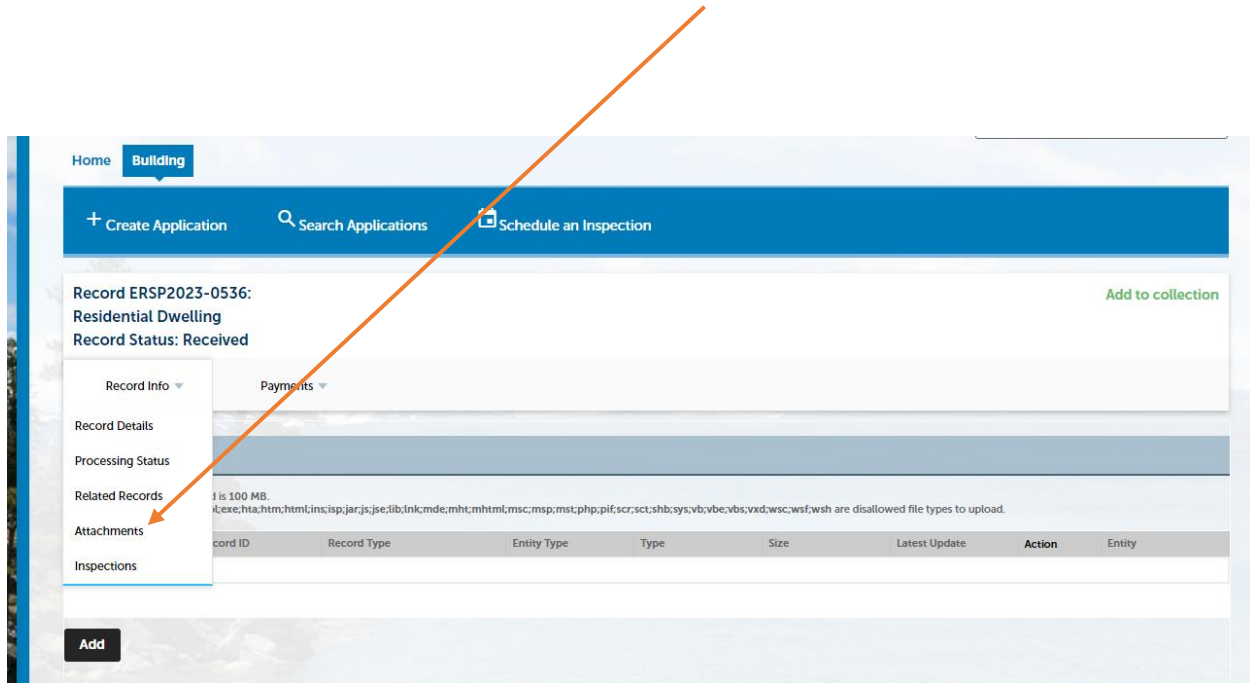


HOW TO ATTACH DOCUMENTS IN ACA

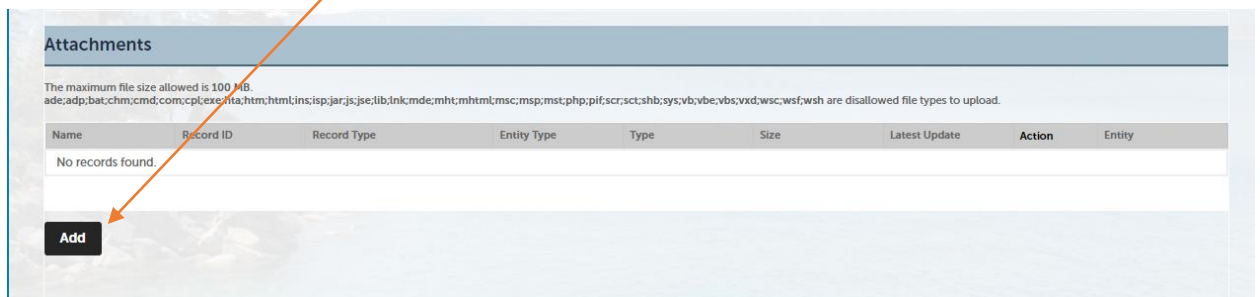
When attaching to a project already in the system you must be a contact person.

The next section will provide instructions of how to attach on a NEW project in ACA.

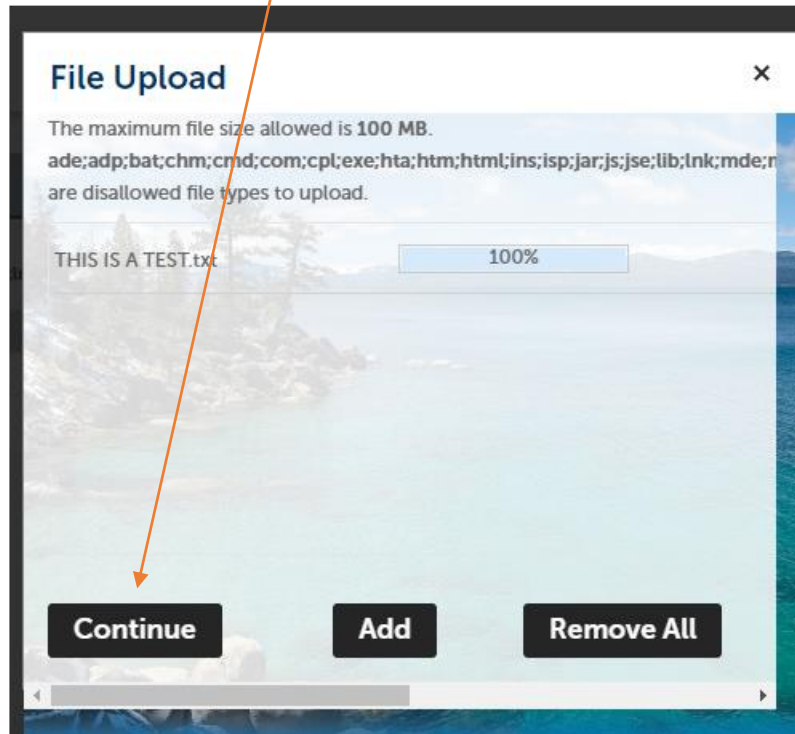
- 1) Use the drop down “Record Info” and choose attachments.




- 2) Then click the ADD button.



- 3) Upload the file from your computer and hit continue.



- 4) Add a description and hit save. You will then get a green banner at the top of the page that tells you successfully uploaded.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record ERSP2023-0536: Add to collection
Residential Dwelling
Record Status: Received

Record Info ▾ Payments ▾

Attachments

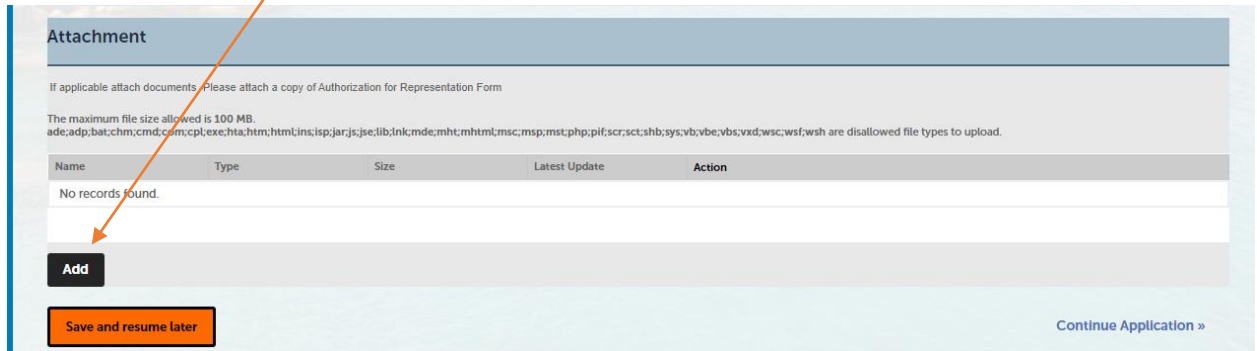
The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
THIS IS A TEST.txt	ERSP2023-0536	Residential Dwelling	Record		14 bytes	05/17/2023	Actions ▾	Residential Dwelling - ERSP2023-0536

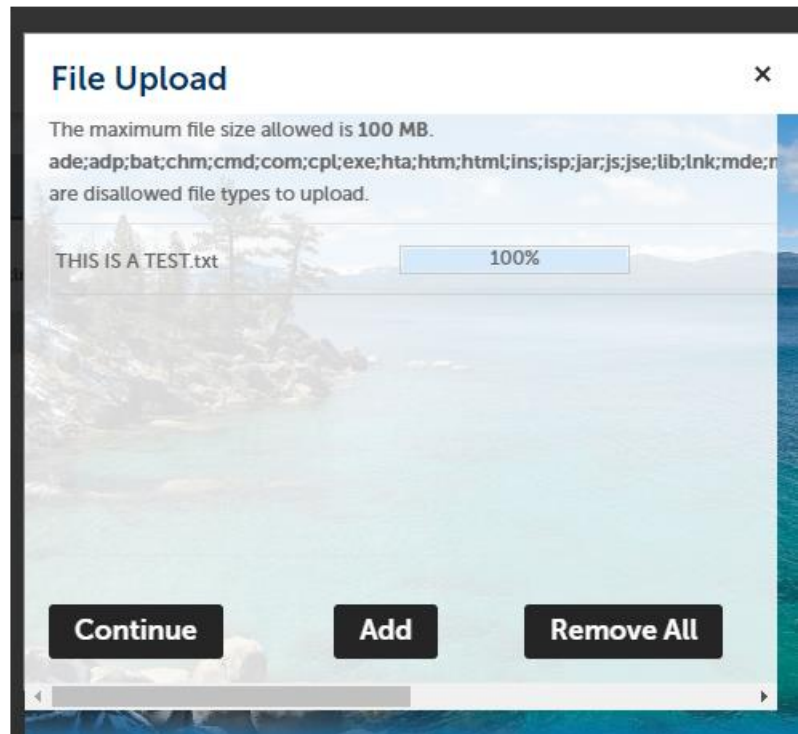
Add

HOW TO ATTACH DOCUMENTS TO A NEW PROJECT IN ACA


- 1) At the bottom of the general information page you will have the "ATTACHMENT" section. Press the Add button.



- 2) Upload the file from your computer and hit continue.



- 3) Add a description and hit save. You will then get a green banner at the top of the page that tells you successfully uploaded.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record ERSP2023-0536: [Add to collection](#)
Residential Dwelling
Record Status: Received

[Record Info](#) [Payments](#)

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
THIS IS A TEST.txt	ERSP2023-0536	Residential Dwelling	Record		14 bytes	05/17/2023	Actions	Residential Dwelling - ERSP2023-0536

[Add](#)