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.

+ Create Appli	cation	Search Applications	Schedule an Ins	pection				
Record ERSP20	23-0536							Add to collect
Residential Dwe								Add to collect
Record Status:								
Record Info 💌	Payn	nerits 💌						
Record Details		Sector Sector						
Processing Status								
Related Records								
	i is 100 MB. Il;exe;hta;htm;l	html;ins;isp;jar;js;jse;lib;lnk;mde;r	nht;mhtml;msc;msp;mst;php;j	pif;scr;sct;shb;sys;vb;vl	be;vbs;vxd;wsc;wsf;wsh ar	re disallowed file types to uploa	ad.	
				-	Size	Latest Update	Action	Entity
Attachments	cord ID	Record Type	Entity Type	Туре	3120	Lucor opunc	ACCION	

2) Then click the ADD button,

Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity

3) Upload the file from your computer and hit continue,

File Upload			>
The maximum file size allowed is ade;adp;bat;chm;cmd;com;cpl;4 are disallowed file types to uploa	exe;hta;htm;htr	nl;ins;isp;jar;j	;jse;lib;lnk;mde
THIS IS A TEST.txt		100%	
and the second second			
Continue	Add	Remo	ove All

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.

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	ıs;isp;jar;js;jse;lib;lnk;mde;mh	;;mhtml;msc;msp;mst;php;pif	scr;sct;shb;sys;vb;	vbe;vbs;vxd;wsc;wsf;wsh are (disallowed file types to upload	d.	
ord ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
2023-0536	Residential Dwelling	Record		14 bytes	05/17/2023	Actions -	Residential Dwelling ERSP2023-0536
	is 100 MB.	is 100 MB. .exe;hta;htm;htm;ins;isp;jar;js;jse;lib;lnk;mde;mht ord ID Record Type	is 100 MB. exec.hta.htm,html;ins;isp;jar;js;jse;lib;lnlc;mde;mht;mhtml;msc;msp;mst;php;pif ord ID Record Type Entity Type	is 100 MB. exec.hta.htm.ins.isp.jar.js.jse.lib.ink.mde.mht.mhtml.msc;msp;mst.php.pif;scr;sct.shb;sys.vb; ord ID Record Type Entity Type Type	is 100 MB. sexe.hta.htm,htmLins;isp;jar;js;jse;lib;lnk;mde;mht;mhtmLmsc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are o ord ID Record Type Entity Type Type Size	is 100 MB. is reachtachtm;htmt;ins;isp;jar;js;jse;lib;Ink;mde;mht;mhtmt;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to uploa ord ID Record Type Entity Type Type Size Latest Update	is 100 MB. exec.hta.htm;htm;lins;isp;jar;js;jse.tlib;lnic,mde;mht;mhtmt/msc;msp;mst;php:pif;scr;sct;shb;sys;vb;vbs;vvs;vvsf;wsh are disallowed file types to upload. ord ID Record Type Entity Type Type Size Latest Update Action

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.

ttachment	cuments, Please attach a copy	of Authorization for Representation	on Form			
he maximum file size de;adp;bat;chm;cmd;		ıs;isp;jar;js;jse;lib;lnk;mde;mht;r	nhtml;msc;msp;mst;php;pif;scr;sct;s	hb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are di	isallowed file types to upload.	
Name	Туре	Size	Latest Update	Action		
No records found.						
Add						
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Saus and secure	a later				Continue A	pplicatio
Save and resum	e later				Continu	ie A

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

ne maximum file size all de;adp;bat;chm;cmd;co re disallowed file types t	h;html;ins;isp;jar;j	
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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.

		/have been successfully tes before changes are re						
Record ERSP20 Residential Dw Record Status:	velling							Add to collection
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Name	Record ID	Record Type	Entity Type	Туре	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								