

How to Attach a Document in Citizen Access

1. **Sign in** to Citizen Access. For help with this, see tutorial on “How to create an account on Citizen Access.”
2. Once signed in, navigate to the application you wish to attach documents to. For assistance up to this point, reference the tutorial “How to Create a Project Application in Citizen Access.”
3. In the **“Application Details”** tab in the application process, select **“Add.”**
You can attach site plans, authorization forms, calculation spreadsheets, etc. **These documents must be in PDF format.**

