



## City of Aspen Salesforce Applicant Portal

### How To: Upload Documents After Submission



Want a visual?

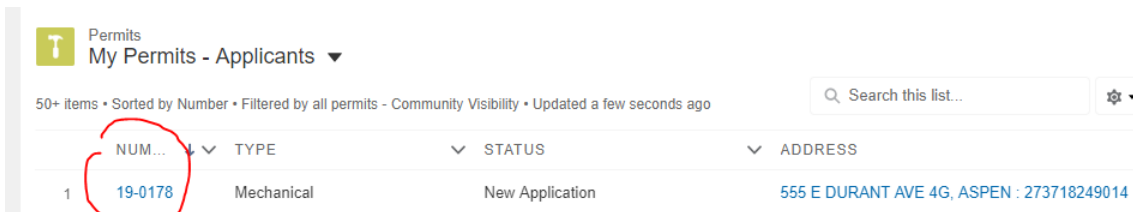
[View video instructions here.](#)

### Instructions

1. To find your submitted application, go to the appropriate tab on the green menu bar:







2. To view the permit, license, or certification for which you wish to upload documents, click the application number link.



3. Scroll to the bottom of this page where the Submission Files are located. Here you can see the list of documents you have submitted and submit a revised document after submission.

At least one of your submissions already has a file uploaded. If you upload the new file(s), then the original file(s) will be overwritten and cannot be retrieved.

SUBMISSION FILES			
Title	Submission Date	Required	File
Homeowner Association Compliance Form	2019/01/30	<input checked="" type="checkbox"/>	<a href="#">HOA Letter.pdf</a>  
Sample_Site_Plan.png	2019/01/29	<input type="checkbox"/>	<a href="#">Sample_Site_Plan.png</a>  

[Add more](#)

**Note:** Please **IGNORE** the message stating “At least one of your submissions already has a file uploaded. If you upload the new file(s), then the original file(s) will be overwritten and cannot be retrieved.” We know this is confusing, but it is vendor controlled and we cannot change it at this time.

What it **SHOULD** say is: “If, based on staff feedback, you need to upload a revised file after submitting your permit application, be sure you give the revised file a new name, so that the original is not overwritten.”

4. To add additional documents, click the Add More button. This will take you to an upload window to select one or more files to be uploaded. ***If uploading a revised file after submitting, please give the revised file a new name so that the original is not overwritten.***
5. To upload a specific document that is already listed, click on the folder icon to the right of the name. This will take you to your computer upload window to select the specific document required.