



# e-Permitting User Guides: *Document Upload to an Existing Record*

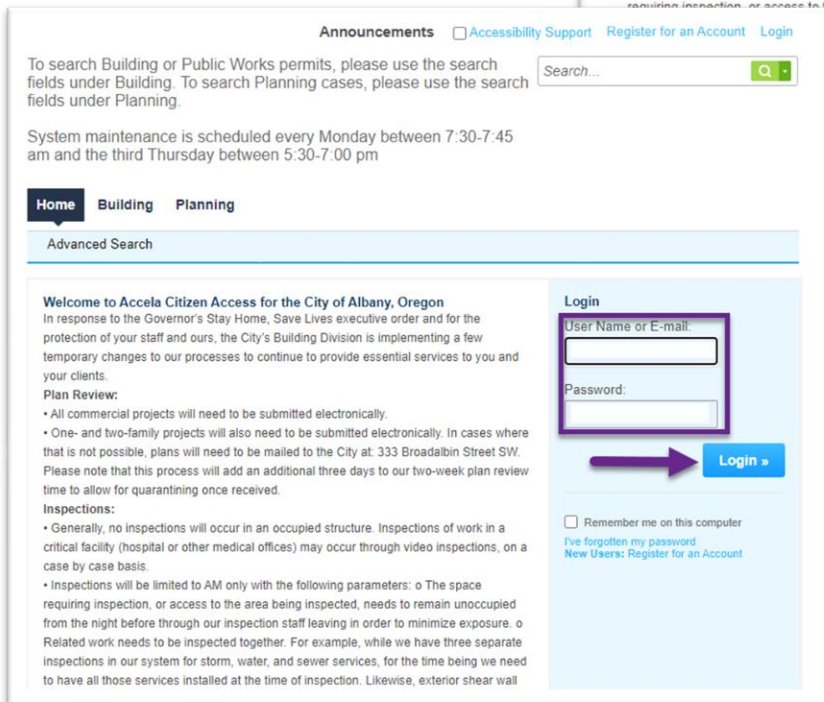
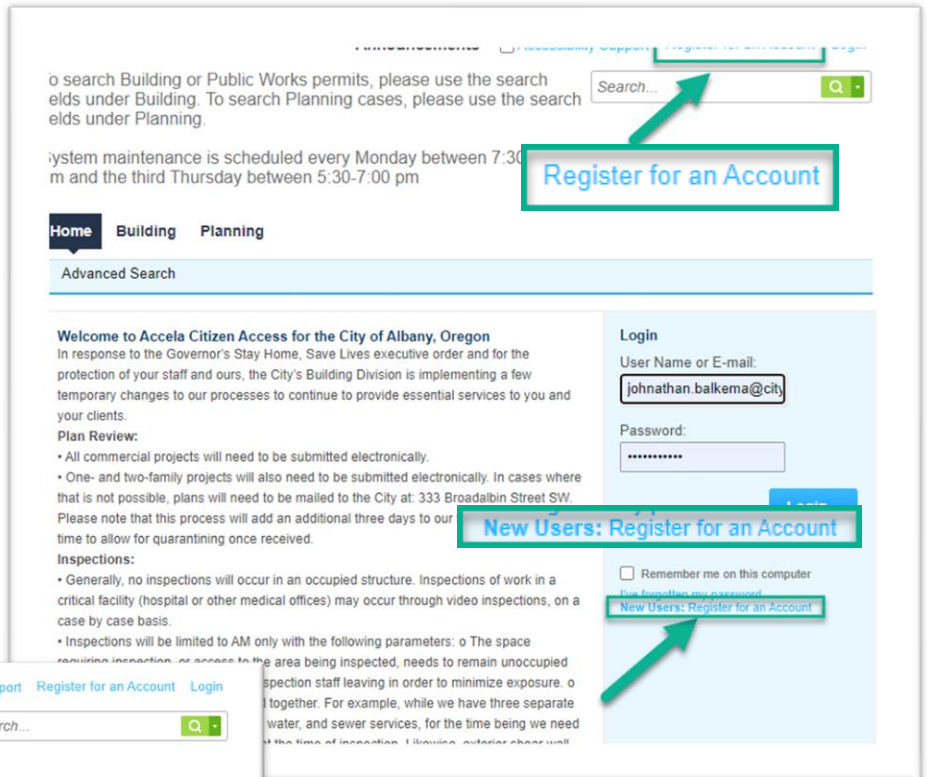
Thank you for using the City of Albany's e-Permitting platform. This platform can be used to make application, pay fees, upload documents, and schedule inspection. This guide will assist you in uploading documents to your existing projects through [www.cityofalbany.net/permits](http://www.cityofalbany.net/permits).

The first thing you will need is a user account. If you already have a user account, you can skip to step two.

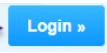
## Step 1- User account:

If you do not have an account, you will need to register as a new user. You can register by clicking this [link](#) or by selecting one of the two links shown on the right.

A user guide on the registration process is available [here](#).



## Step 2: Login

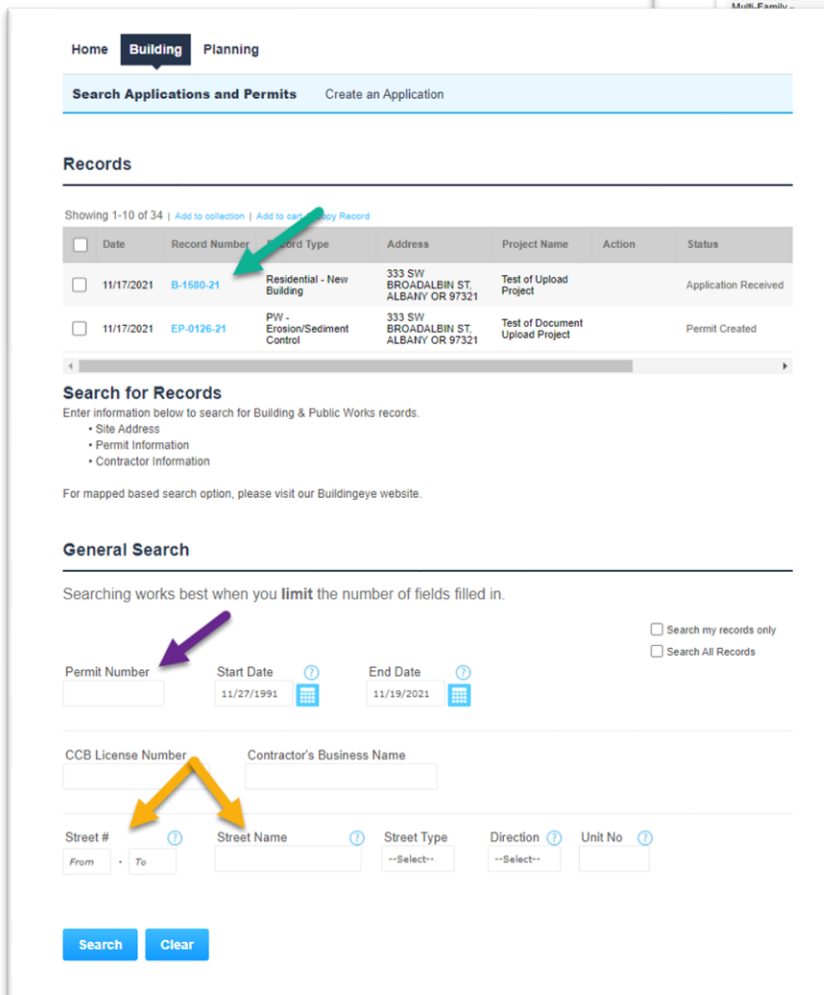
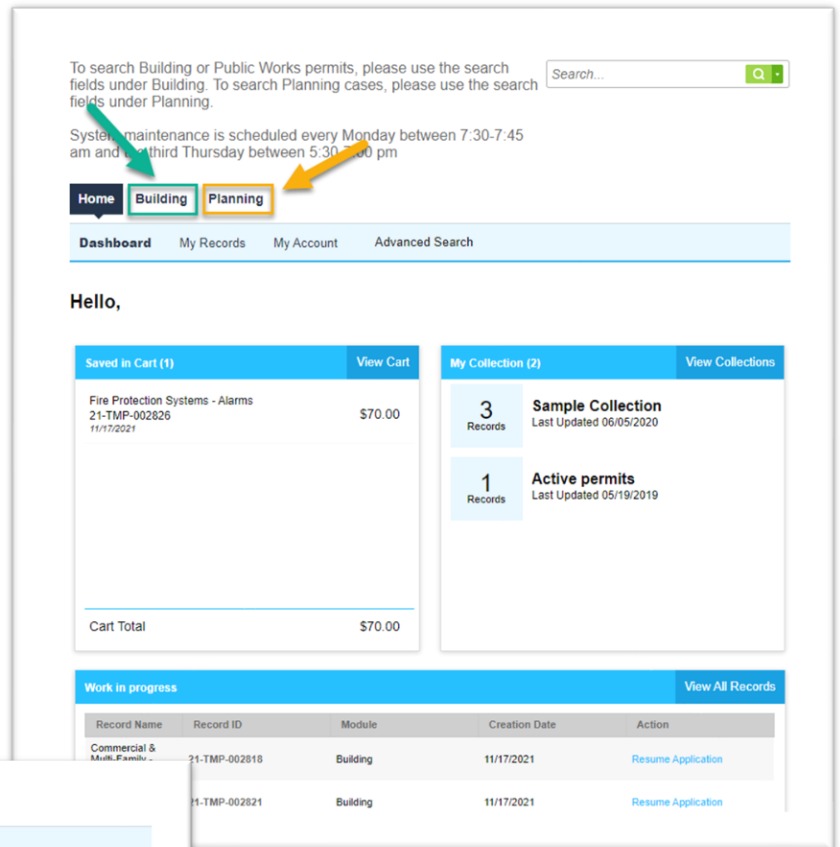
To view or upload documents you will need to be logged into your account. Enter your login credentials and click the  button.

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## Step 3: Record Access

Once logged in, the system will send you to your dashboard. To access your existing projects, select the **Building** or **Planning** tab to access those project types.

*Note: If you have previously saved your projects to a Collection, you can also access the project from that section of the dashboard.*



Once on the Building or Planning section you can access a project by:

Projects you created or your account is associated with.

Search by permit or project number

Search by address

*Note: If you search by address, entering less information in the search area provides better results. For example, searching for 333 Broadalbin is better than searching for 333 Broadalbin St SW.*

**Step 4: Document Access**

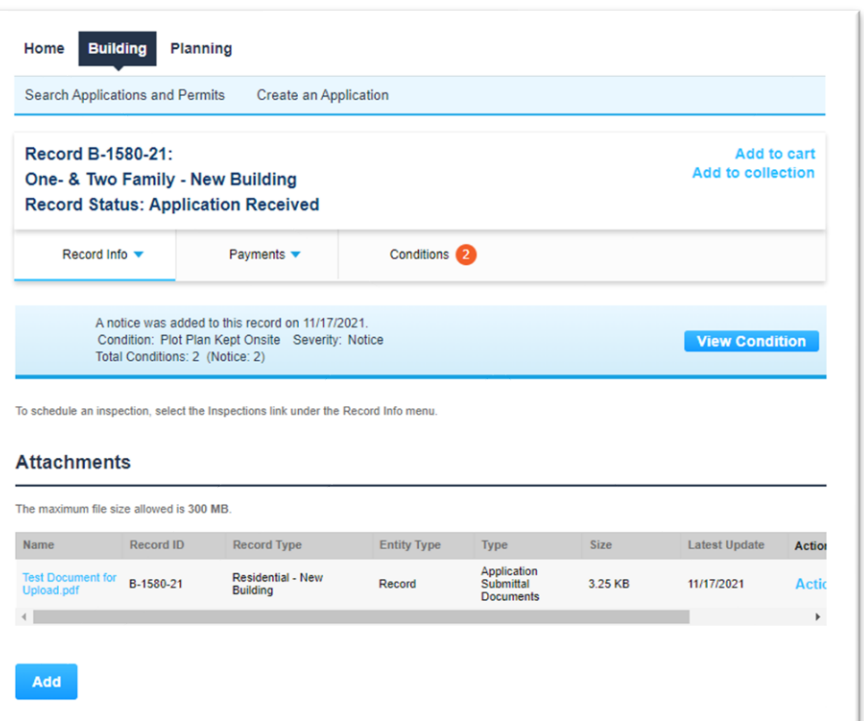
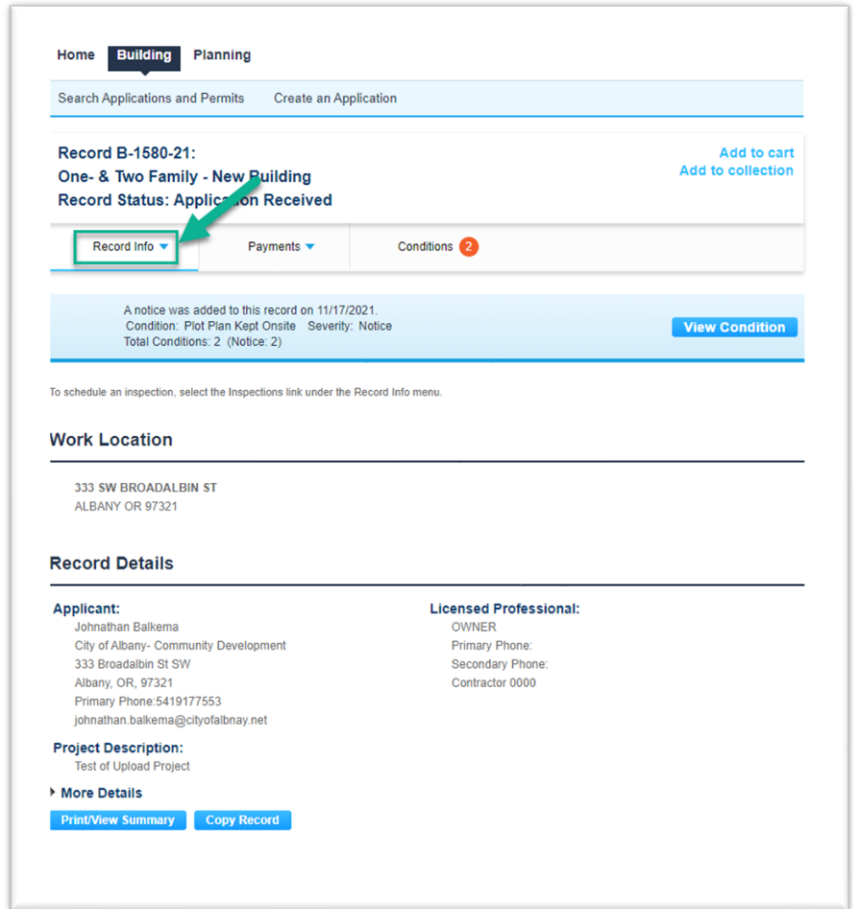
Once on the project screen, click on **Record Info** ▼ to open a dropdown menu.

On the dropdown menu, click on Attachments



The Attachments page will display showing any documents that are viewable for this project.

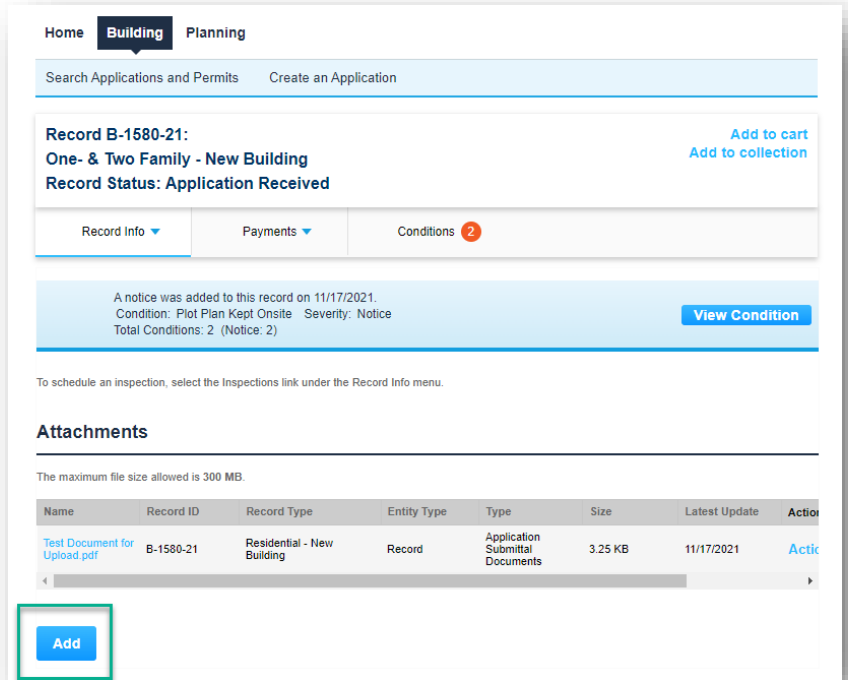
This screen also allows you to add documents that will be discussed in Step 5.



**Step 5: Adding Documents**

To add a document, click on the

**Add**



A file upload box will appear. Click the

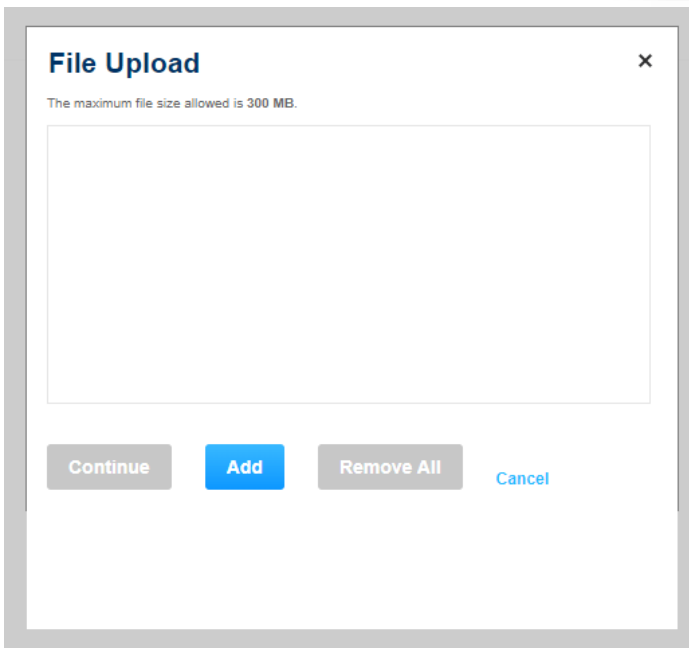
**Add**

button.

Your computer's file explorer window will appear. Navigate to the appropriate file and select

**Open**

to add the file.



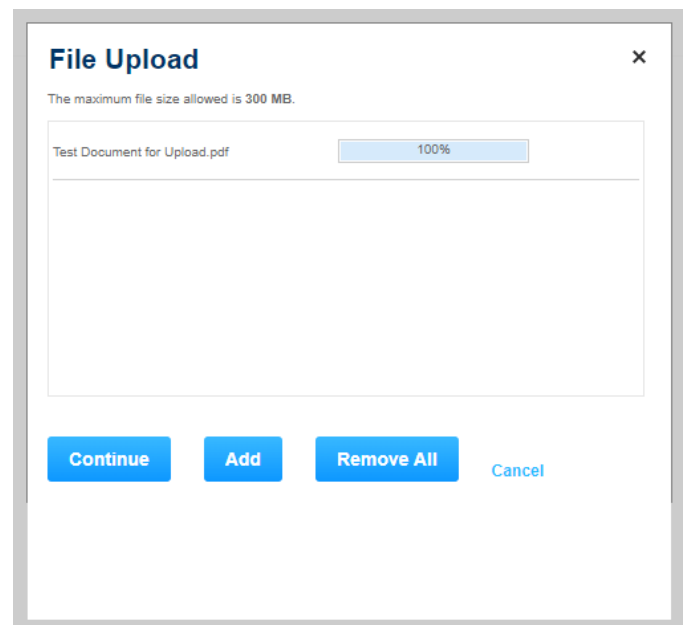
The added document will appear. If you have additional documents, click

**Add**

to repeat that process or click

**Continue**

when done adding documents.



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**Attachments**

The maximum file size allowed is 300 MB.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
<a href="#">Test Document for Upload.pdf</a>	B-1580-21	Residential - New Building	Record	Application Submittal Documents	3.25 KB	11/17/2021	<a href="#">Acti</a>

\*Type:  [Remove](#)

File:  
Test Document for Upload.pdf  
100%

\*Description:

[Save](#) [Add](#) [Remove All](#)

For each document, you will need to provide a document type. This type will vary based on the project's current status.

Each document will also need a description added. This is to assist you and staff with understanding what the document is. The description should be reasonably short and to the point. Examples include "Site Plan", "Architectural pages", "Structural Calcs", "Truss Calcs".

Once the type and description have been entered for each document, click [Save](#)

Once saved, the documents will be added to the Attachments area and staff will be notified to begin processing.

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<a href="#">Test Document for Upload.pdf</a>	B-1580-21	Residential - New Building	Record	Application Submittal Documents	3.25 KB	11/19/2021	<a href="#">Acti</a>

[Add](#)

Please note:

Not all documents will be viewable to the public. Most document types will be available to the record creator and the associated contacts in the record.

Congratulations, you have now successfully added files to your project.

This and more useful guided are located at [cd.cityofalbany.net](http://cd.cityofalbany.net) or you can email [cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net) for assistance.