



ADD DOCUMENTS/ATTACHMENTS

Go to Citizen Portal

1. Logging in is recommended because it will assure that any payment you make is for a record attached to your account. After logging in, click **My Records** in the ribbon under the tab menu.



2. Your records may be hidden within modules that are collapsed by default. To reveal the records within each module, simply click the arrow to the left of the module name.



3. Identify your record within your module and click the record number to reveal the record profile.

A screenshot of the Licenses module interface. At the top is the navigation ribbon with 'My Records' selected. Below it is a dark teal header for the 'Licenses' module with a dropdown arrow on the left. Underneath, there are links for 'Showing 1-1 of 1', 'Download results', 'Add to collection', and 'Copy Record'. A table with the following columns is displayed: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, and Action. The first row of data has the record number 'BL00003A' circled in red.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	10/03/2024	BL00003A	Fixed Place of Business within City Limits - Application	Test	Test		Pending Payment	Pay Fees Due





Online Permitting System & Online Licensing System Citizen Portal User Guide

- Once the record profile is open, you can access more details by clicking Record Info. A tab menu will appear and provide a selection of information types. To add a document, simply click the Attachments tab and the next screen, click **Add**.

The screenshot shows the user interface for the online licensing system. At the top, there is a navigation bar with tabs for Home, Building, Planning, Licenses (selected), and Public Works. Below this is a dark purple header with two buttons: 'Create an Application' and 'Search Applications'. The main content area displays 'Record BL00001A: General Business outside City Limits - Application' with a status of 'Record Status: Issued'. A dropdown menu is open under 'Record Info', showing options: Record Info, Payments, Record Details, Processing Status, Related Records, and Attachments (highlighted with a red circle). Below the menu, there is a 'Project Description' section with two 'Test' entries, a 'More Details' link, and a 'Copy Record' button.

- The next screen will provide you with the option to add documents, click **Add**. When you have completed selecting documents, click **Continue**.
- Select the document type and proceed by saving the uploaded documents to the record by clicking **Save**.
- Your documents will be uploaded for staff member to review and an email will be sent from noreply@cityofsierramadre.com to the email address of the user.

