

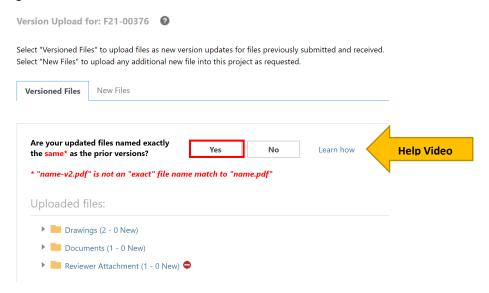
FRISCO PLANS AND PERMITS How to Upload Files

How to Upload Files

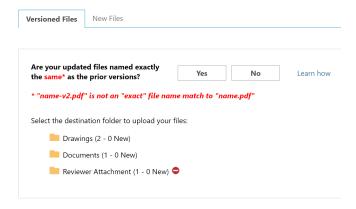
TIP: Within the software, follow the 'Learn How' link for a detailed video tutorial.

Applicants upload files for several different tasks during the review process.

Step 1: Open the Task to enter the eForm. Versioning works best if the revised file is named the same as the original.



Step 2: In the eForm, select the Drawings or Documents folder where you wish to add files.

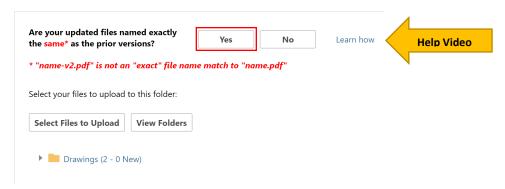


TIP: Be sure to use the correct File Naming Standards when naming your files. Use the same approved name when resubmitting files. Version names **are not accepted** i.e. plansV1.



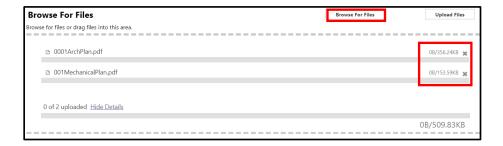
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Step 3: Click 'Select Files to Upload'. This will open a new eForm where you can select files to be uploaded. Confirm that you will be naming revised files with the identical name as the original. Reference **'Learn How'** for detailed video tutorials.

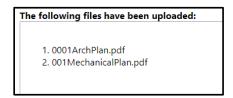


Step 4: Click 'Browse For Files' and locate the files.

TIP: Click on the X to remove a file selected by mistake. This is the last opportunity to remove files in this task so verify they are the correct ones.



Step 5: When you have selected all your files for the selected folder, click **Upload Files**. Wait for the eForm to update confirming the files have been uploaded. Close the Browse for Files eForm to return to the task eForm.



TIP: The 'drag and drop' feature is also available instead of 'Browse For Files'.

Step 6: Click on the 'View Folders' button to upload to a different folder.

For more information about specific business areas including detailed help documentation, please visit www.friscotexas.gov/PlansandPermits.