

City of Palm Beach Gardens

Civic Access Guide – Adding Attachments to Your Record



After your application has been submitted, you will be able to upload additional documentation to your case. The system will automatically notify your case manager for immediate processing. If the case is currently under review, and the customer portal prevents you from uploading additional documentation, please contact the case manager to determine the best approach for providing those files.

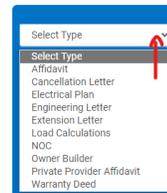
Adding Attachments

1. Once your record is open, click the Attachments tab below the summary section

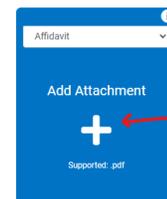


2. Click the drop-down field located on the blue Add Attachment tile and select the type of file you are uploading

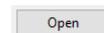
this list will vary based on the application type



3. Click the blue Add Attachment tile



4. Select your file to upload and click Open



5. Click Submit



6. If no other files will be uploaded at this time, click the Ok button

