

1. From the Worklist tab, in the top navigation bar, find the project your are adding files to.

SagesGov Home **Worklist** Admin Help

Worklist

View: Projects | Projects Status: ANY | Process: ANY

^	Project/Case	Submitted By	Process	Status	Pa
\$	BLDG.0222.2020	Test - Test Test (Company Admin)	General Permit Application	In Progress	26

2. You will need to select the **Manage Files** tab from the middle navigation bar.

SagesGov Home **Worklist** Admin Help

Project/Case: BLDG.0222.2020 | Process Type: General Permit Application | Status: In Progress

Overview

> MANAGE FILES | > FILE REQUESTS | > VIEW APPLICATION | > VIEW CONDITION

GRAPHICAL OVERVIEW

Fees

\$
PB- Intake Fee

MANAGE FILES

Uploaded Files

File Type	File Name	File Size	Comm
Architect/Engineer Verification		44.06 KB	
Floor Area Information		64.46 KB	

Choose File No file chosen

Upload

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

3. Click on the **Choose File** button to browse your computer for the additional file and then select **Upload**.

Files Ready for Upload

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	Public Contact Information - Sheet1 (3).pdf	64.46 KB	-- Select --	<input type="text"/>	DELETE

No file chosen

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

4. Once selected, you will need to assign a file type and confirm the upload.