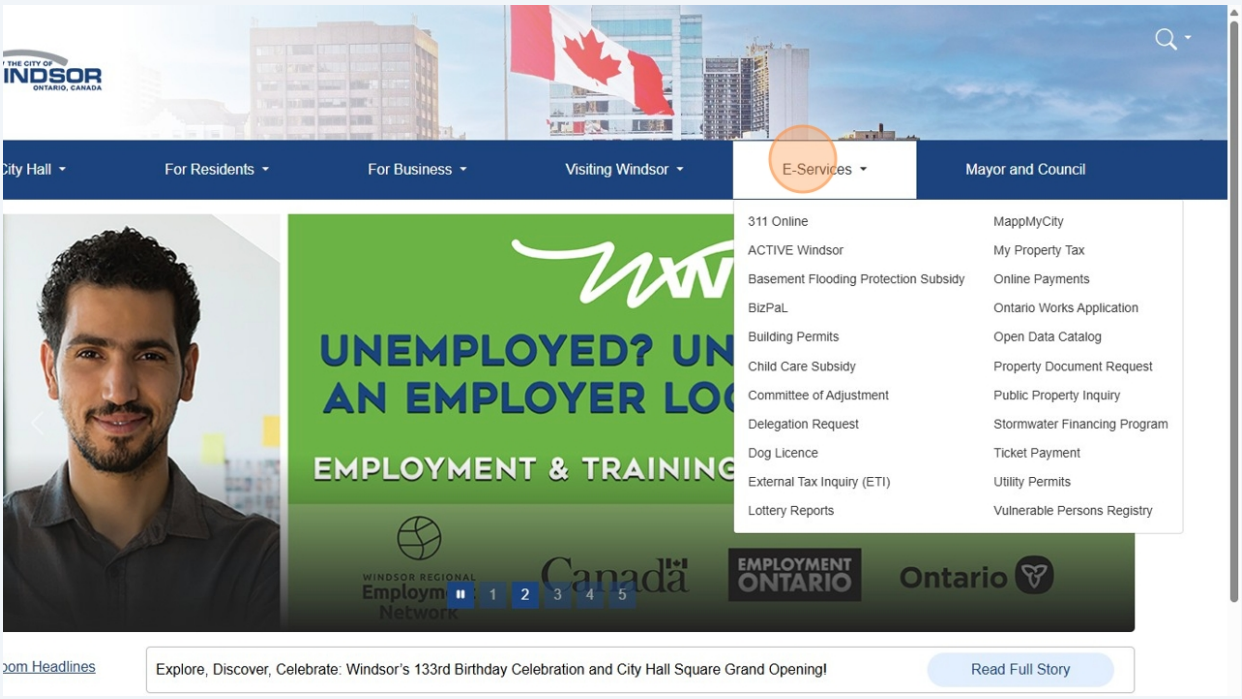
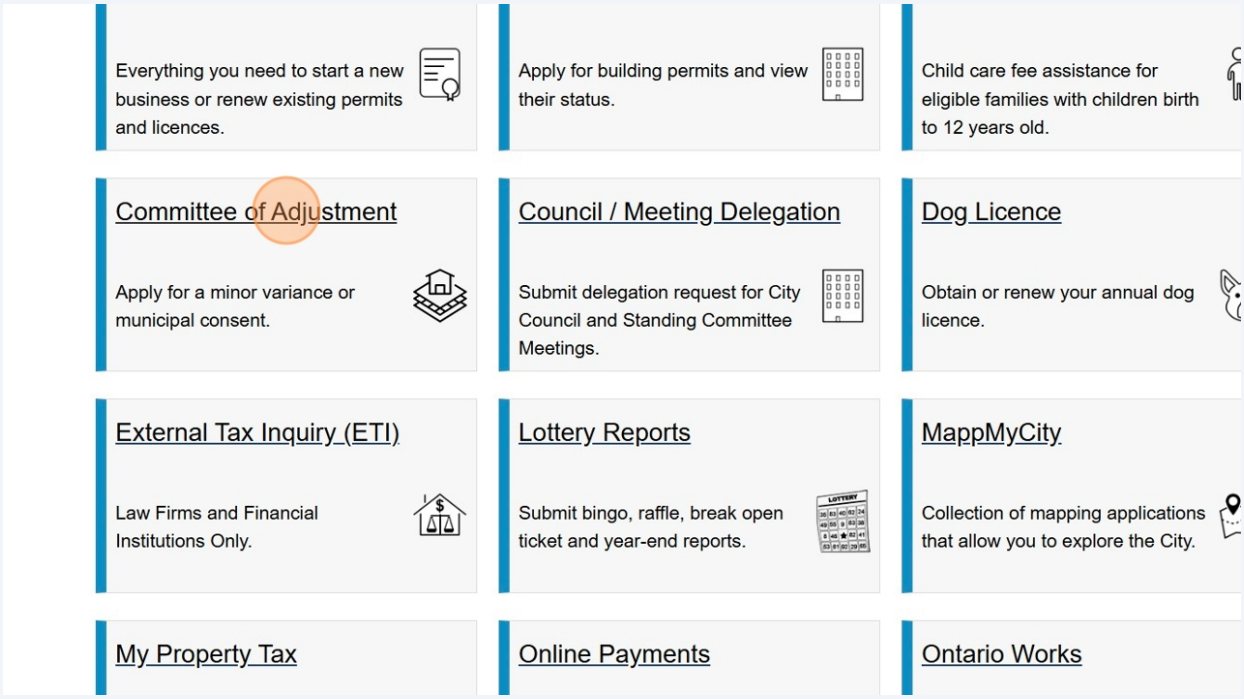
How to upload documents in Citizen Portal

1 Navigate to https://www.citywindsor.ca/

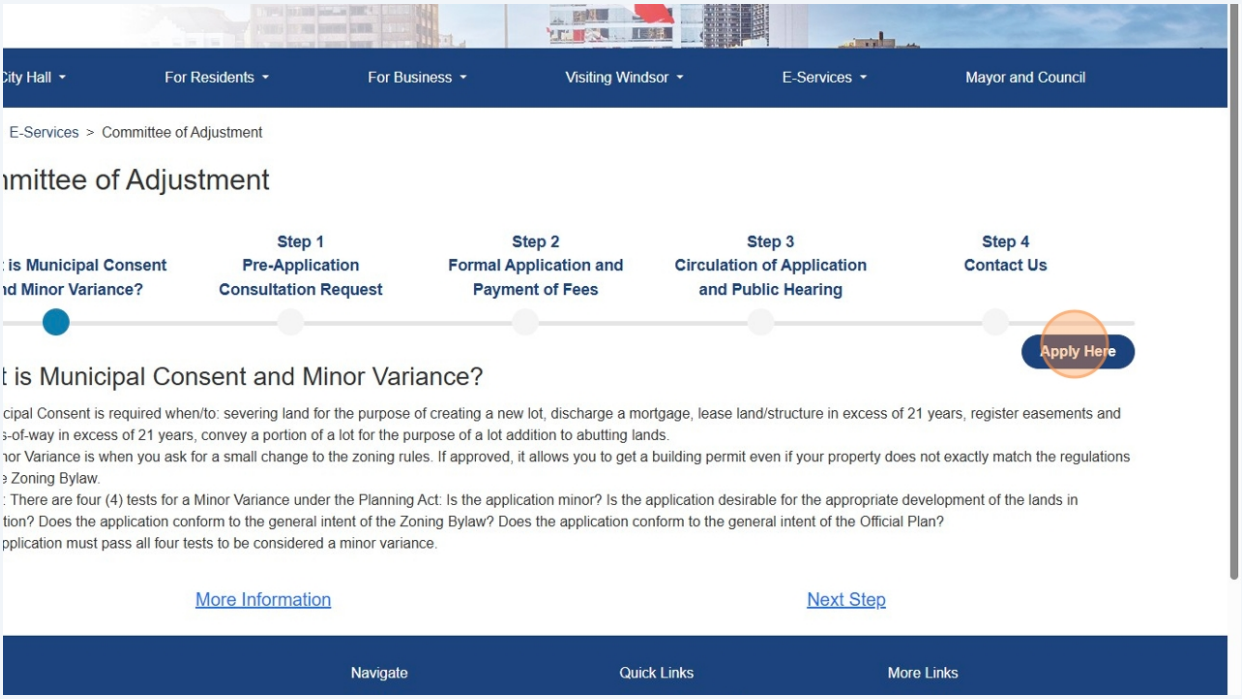
2 Click "E-Services"



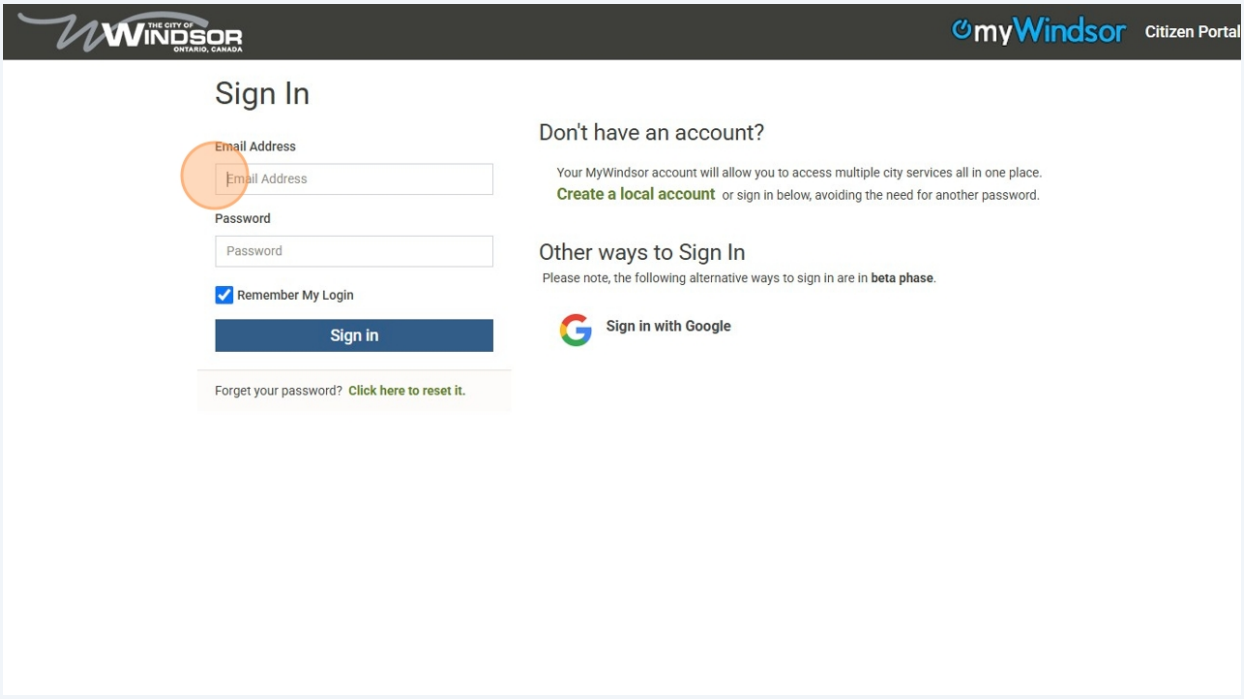
3 Click "Committee of Adjustment"



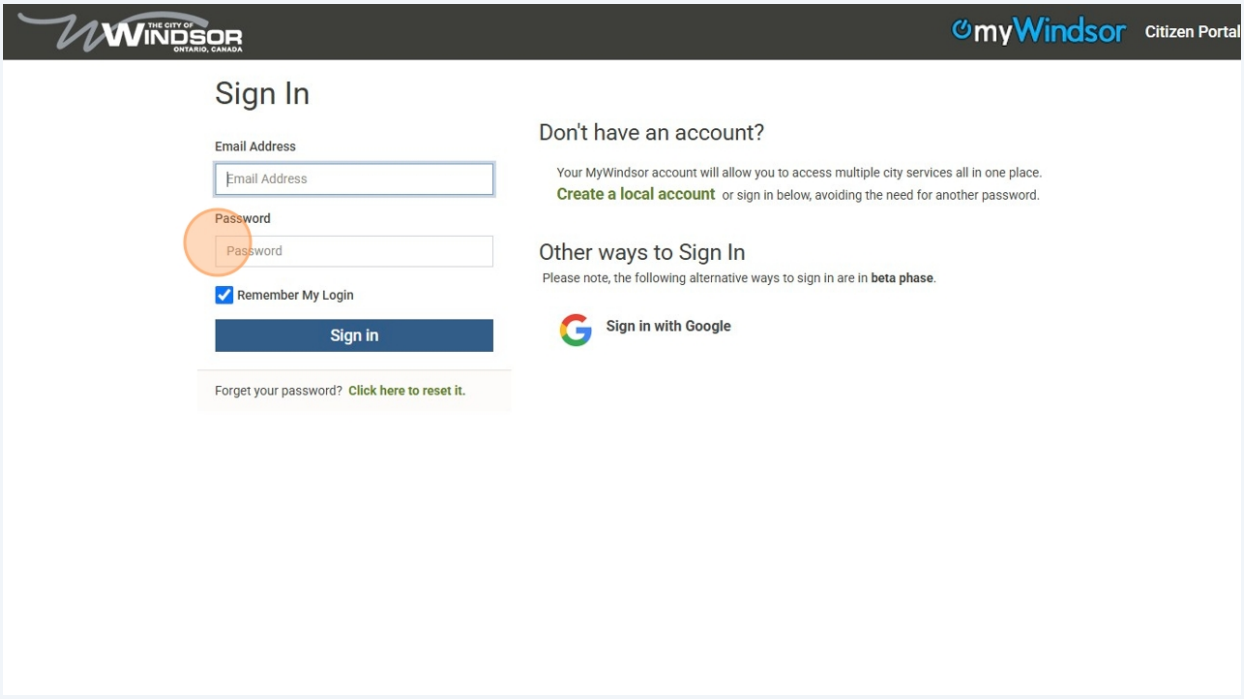
4 Click "Apply Here"



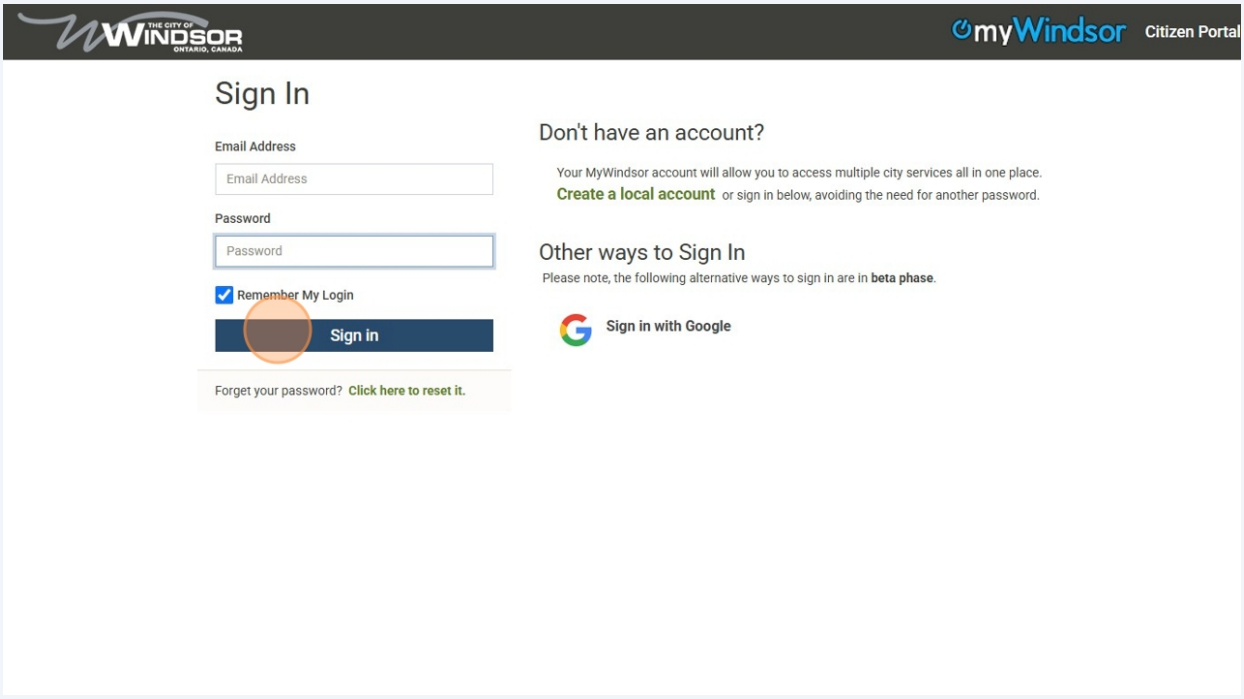
5 Enter the registered "Email Address"



6 Enter the "Password"

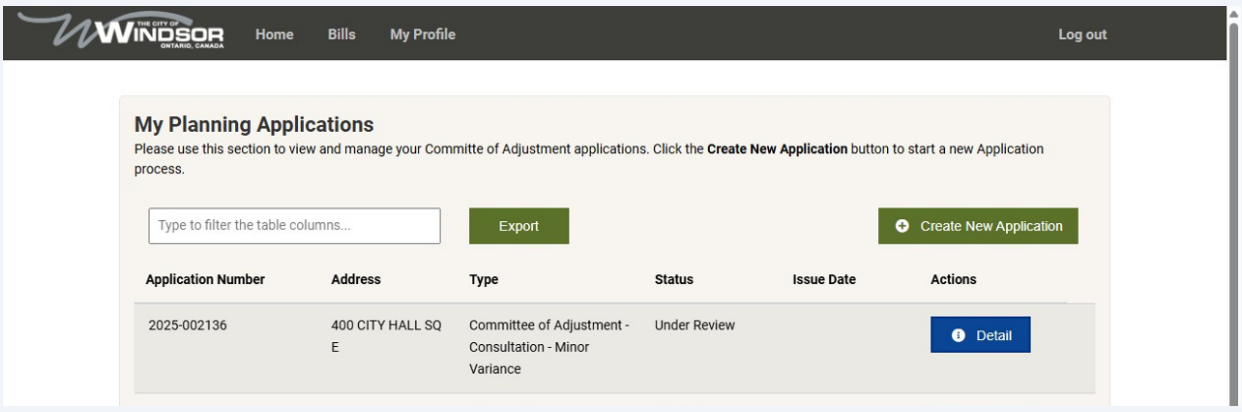


7 Click "Sign in"

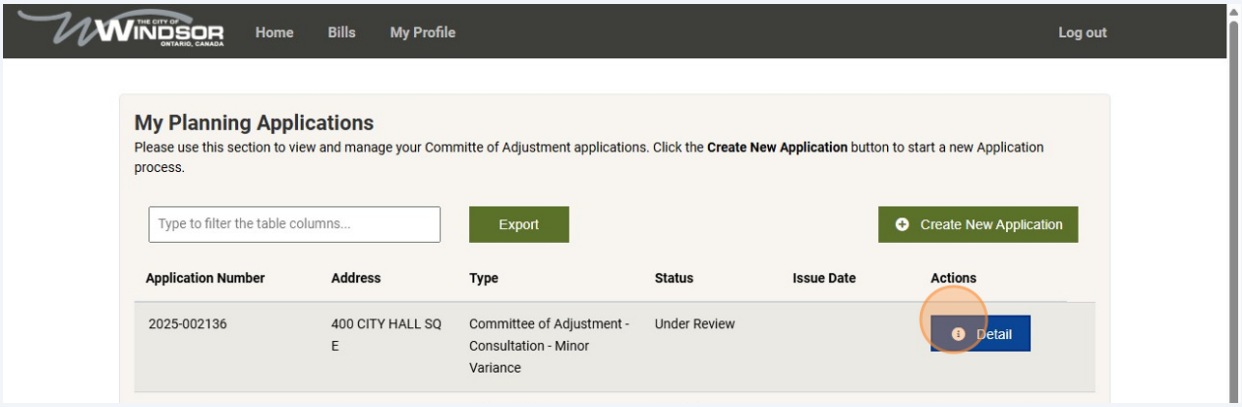


The Applicant will land on the "My Planning Applications" Dashboard.
This is the home page of all the planning applications created and/or submitted by the applicant

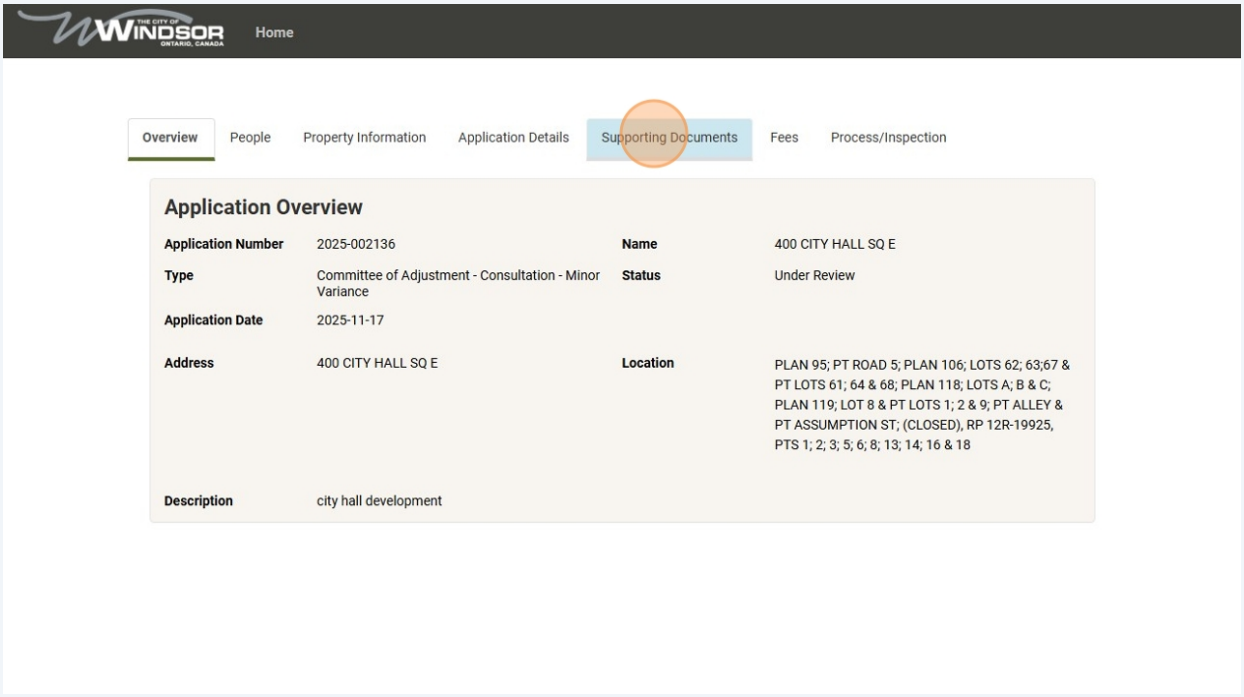
8 User will see the application on the dashboard



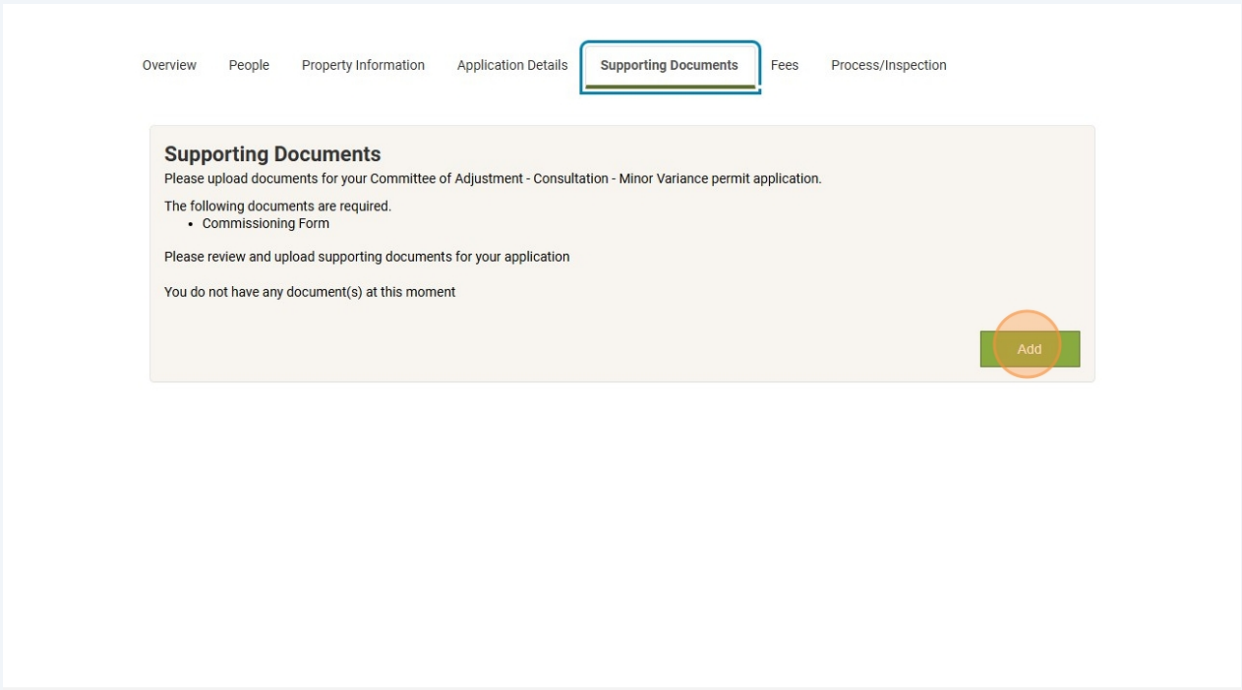
9 Click "Detail"



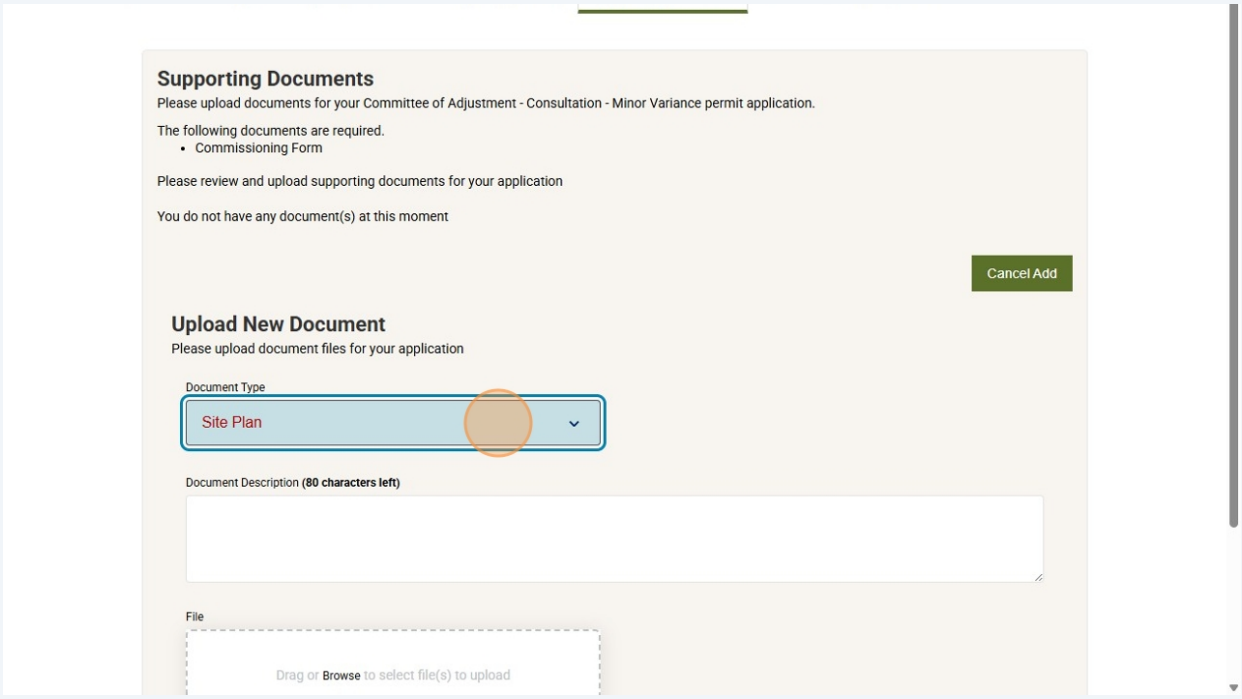
10 Click "Supporting Documents" tab



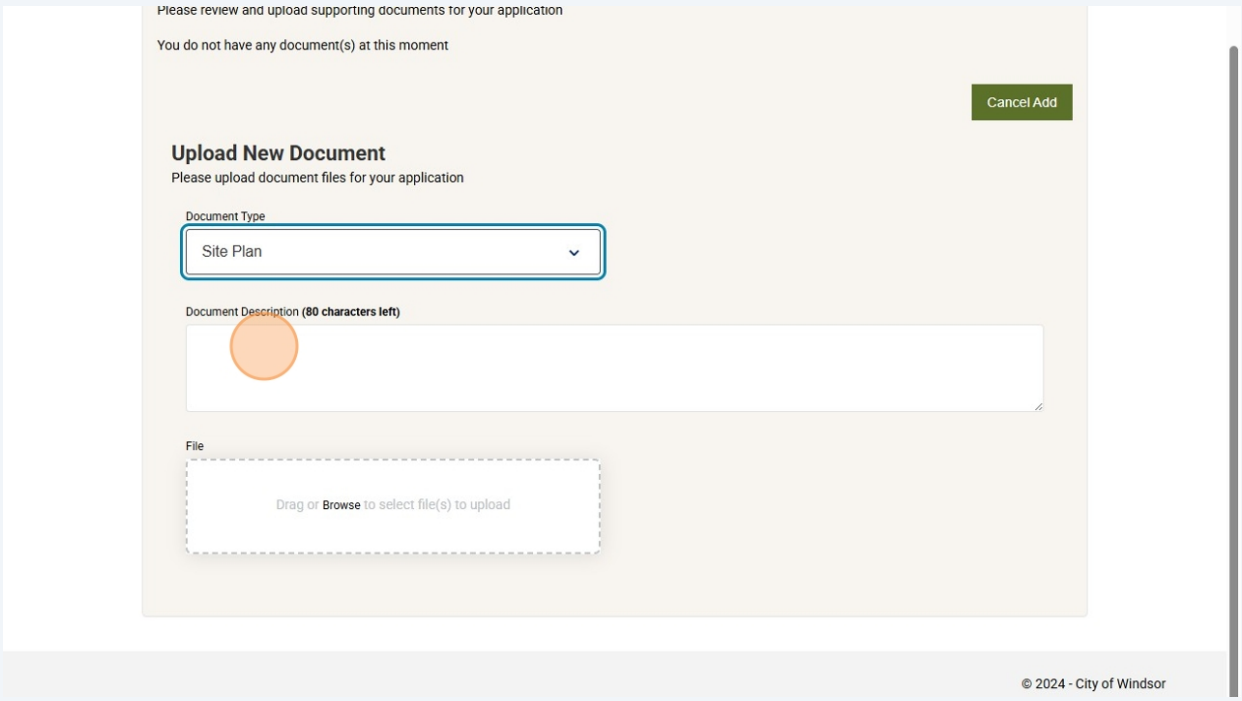
11 Click "Add"



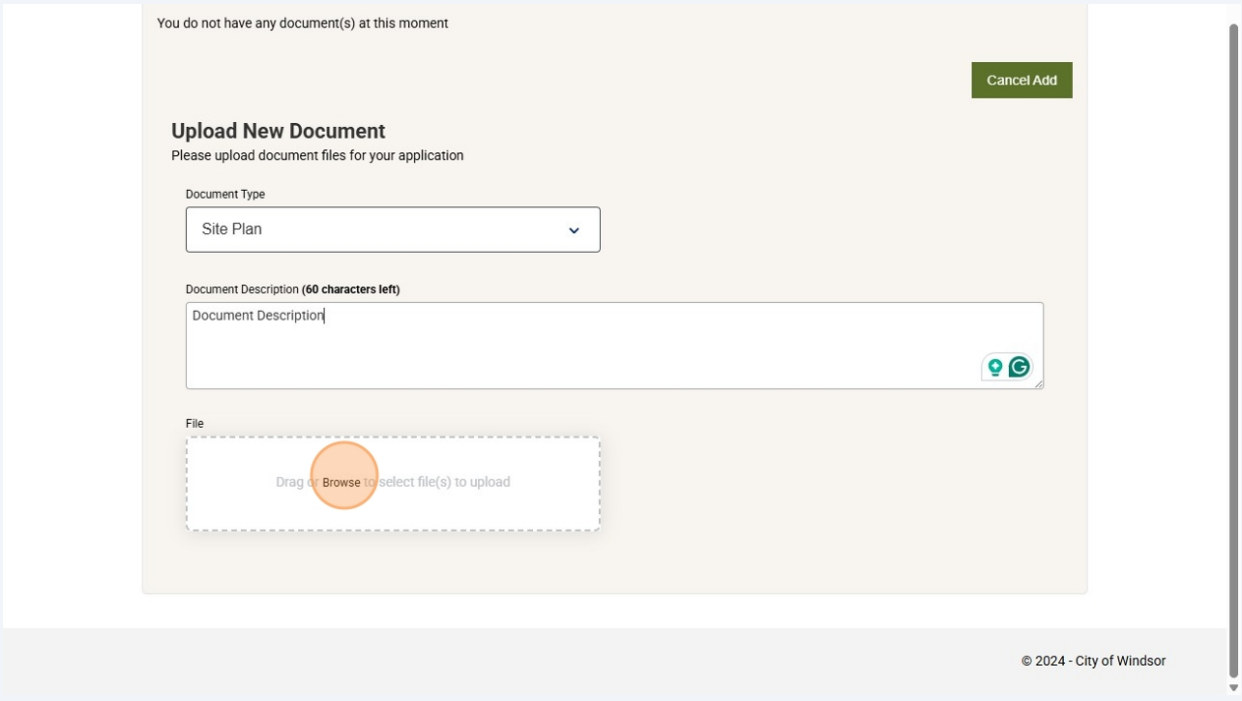
12 Select the document type from the "Document Type" dropdown



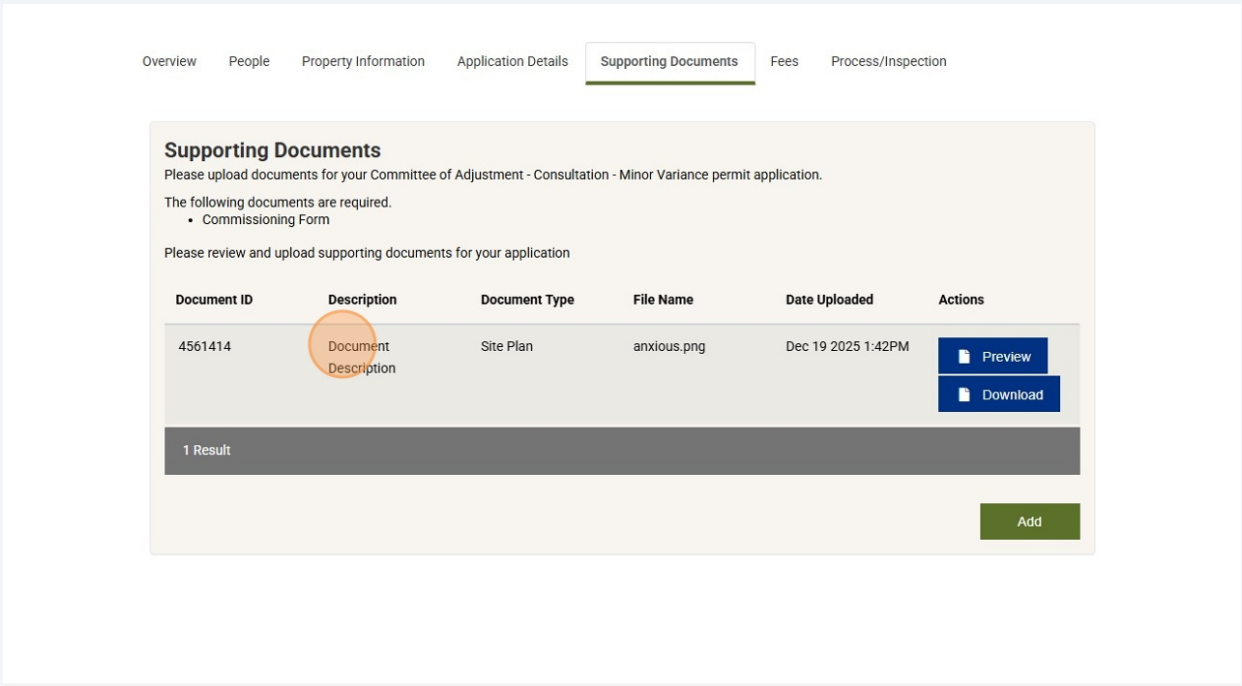
13 [Optional] Enter the "Document Description" text box describing the document



14 Click "Browse" and select the documents from your computer



15 Documents uploaded successfully



No further action is requested after this point, the uploaded documents will be uploaded to the server sucssessfully.

User can preview/download and in some cases delete the uploaded the documents as well using the same steps.