HOW TO UPLOAD DOCUMENTS TO A PLUS RECORD

1. **Log in** to the PLUS citizens portal
2. Select the **FIRE** tab
3. Select **MAKE CHANGES** for the record you need to upload the document to

4. Select **REQUIRED DOCUMENTS** as the Amendment Type
5. Select **Continue Application**

6. Select **ADD** to browse your computer for the document
7. Select **CONTINUE APPLICATION**

8. Review and **CONTINUE APPLICATION**
9. **Green confirmation Receipt** lets you know it was added