

Resubmittals

DO NOT DELETE any existing uploaded files. Label all new uploads per the same naming convention as the checklist so that a revision is reflected in the system instead of as an additional document. **Deleting documents may delete your plan review and hold up the processing of your application.**

1. On the right of the document you are attempting to update, select the middle button for browse:

Browse... Clear Upload Cancel Edit Names Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	FINAL_(06) Jun 27, 2024 JSPA PC Minutes	PLN - General	Document		3		  

Select the **new revised** document from your files. Make sure that the new file is named EXACTLY as the original uploaded file. If you need to change the file name to match, select EDIT NAMES. The name must continue to follow the naming convention from the checklist.

Select Open when directed.

The Discipline and Sheet Type boxes will need to be completed.

2. Once all documents you are intending to replace show “New” under Revision column and “Pending” on Upload Status, select Upload:

Browse... Clear Upload Cancel Edit Names Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	FINAL_(06) Jun 27, 2024 JSPA PC Minutes	PLN - General	Document		3	Pending Upload	

If the upload is successful, the Revision column will be updated with the new revision number:

Browse... Clear Upload Cancel Edit Names Status: Done

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	FINAL_(06) Jun 27, 2024 JSPA PC Minutes	PLN - General	Document		4	Success	  

3. When uploads are complete, select Submit for Review

Actions
Submit for Review