Step-by-step instructions – How to attach documents to a Pre-application
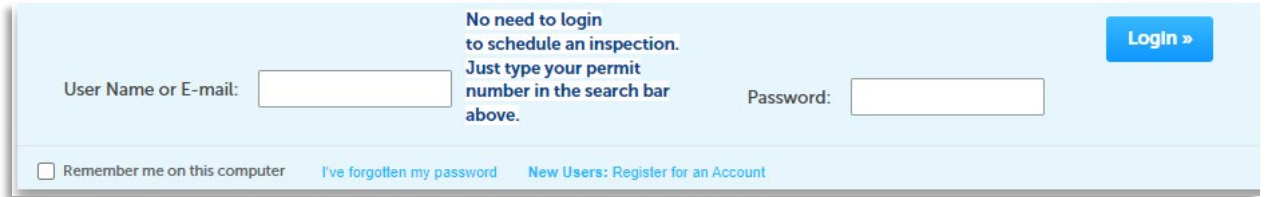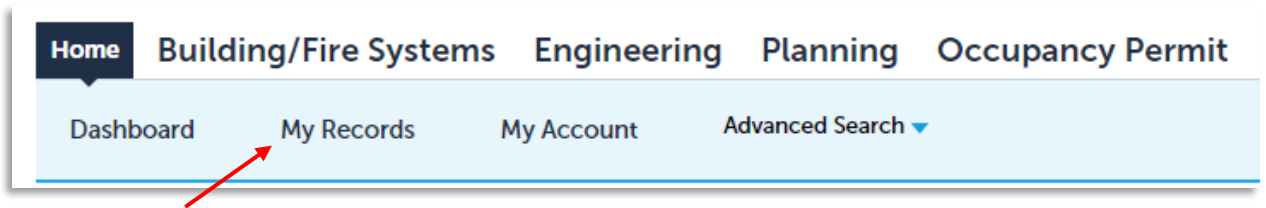
1) Click this link to go to our OPS Portal.

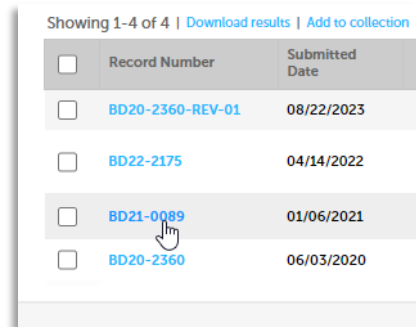2) Log in using your User Name or E-mail and your password.

3) Click on My Records.

4) Select the record that you need.

5) Click the box that says "CLICK FOR ADDITIONAL INFORMATION" and then select Attachments.
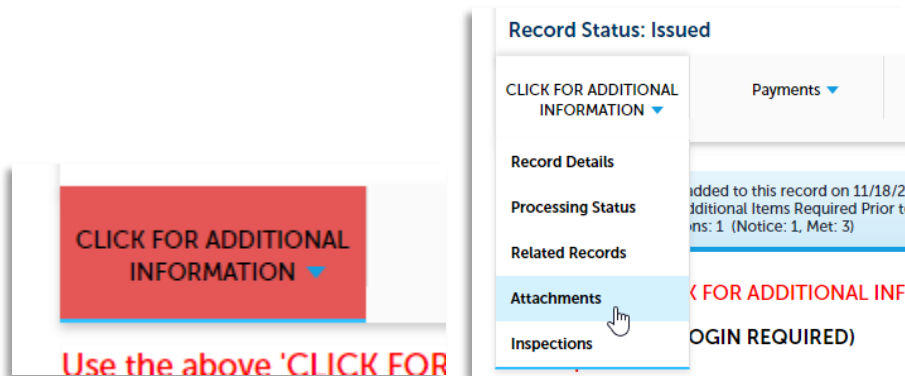
6) Scroll to the bottom of the Attachments page and you will see an Add button.
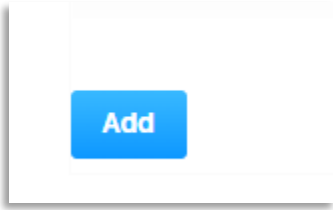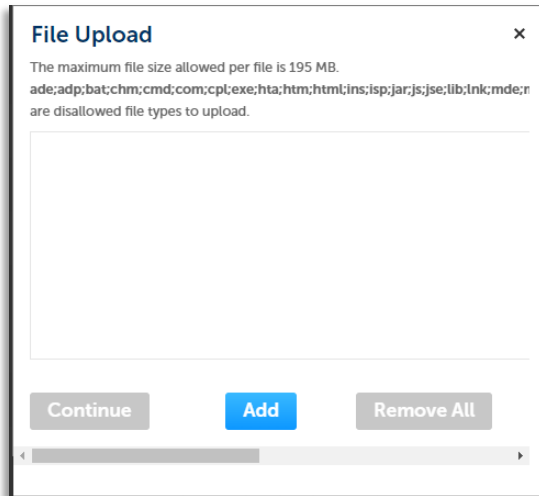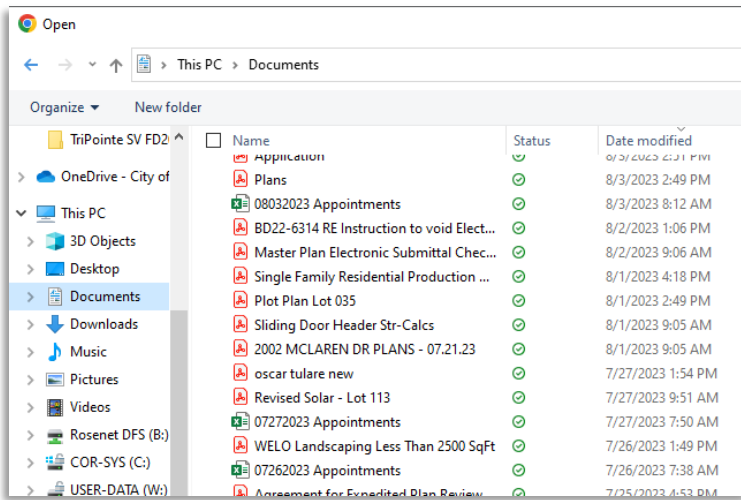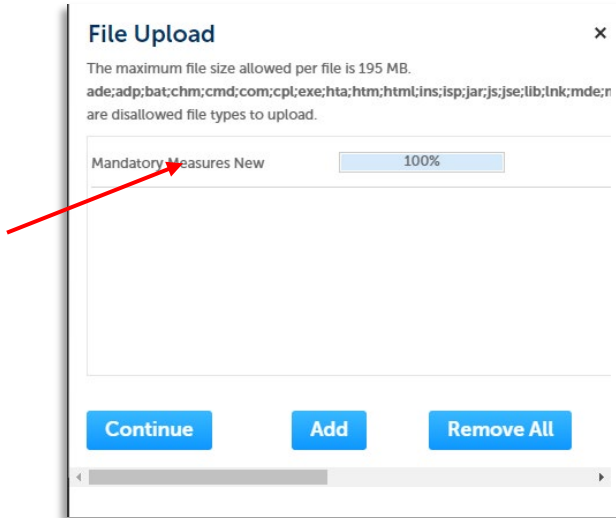

7) Click the Add button and the File Upload box will appear.

8) Click the Add button again to browse for the document you would like to add.

9) Double click on the document you would like to add and it will appear in the File Upload box.

10) Once you have the documents you would like to upload, then hit the Continue button at the bottom. You will then need to select the Type of document.
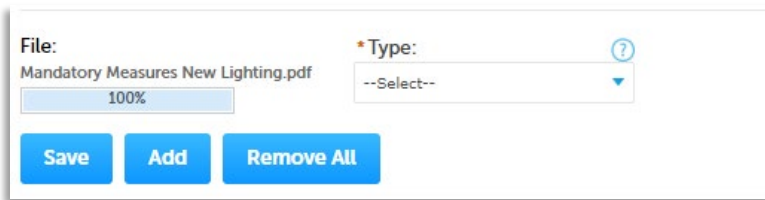
11) Select the type of document based on the Category the document is in on the checklist. (i.e. Plans, Technical Documents, Documents)
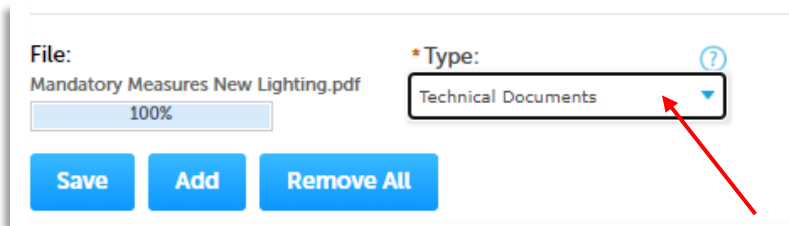
12) Once you have finished, click the Save button.