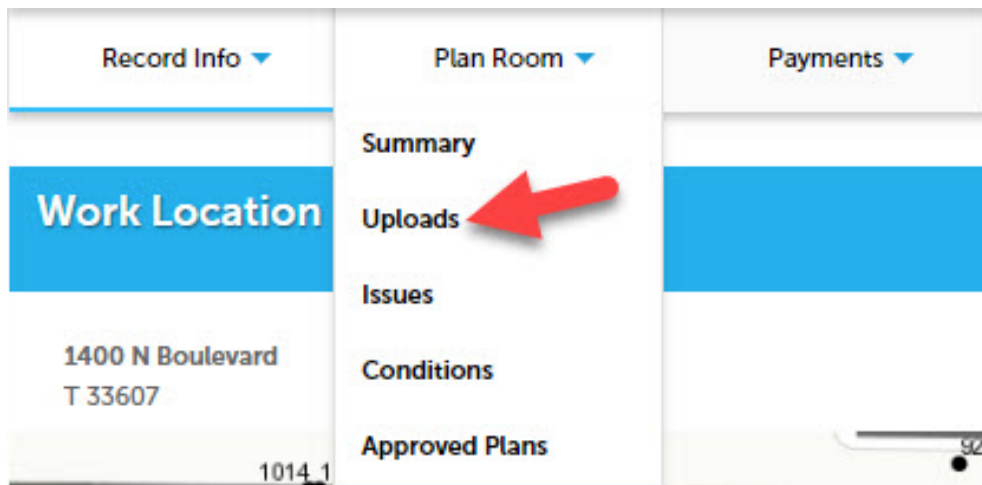


# Forgot to Upload Plans?

---

If you forgot to upload plans upon submittal, you will receive an email reminding you to upload the plans.

1. Log back into the Citizen Portal and locate the record.
2. Once the record has been located, click on the Plan Room and click on Uploads.



3. Follow the steps outlined in **Uploading and Validating Files**.