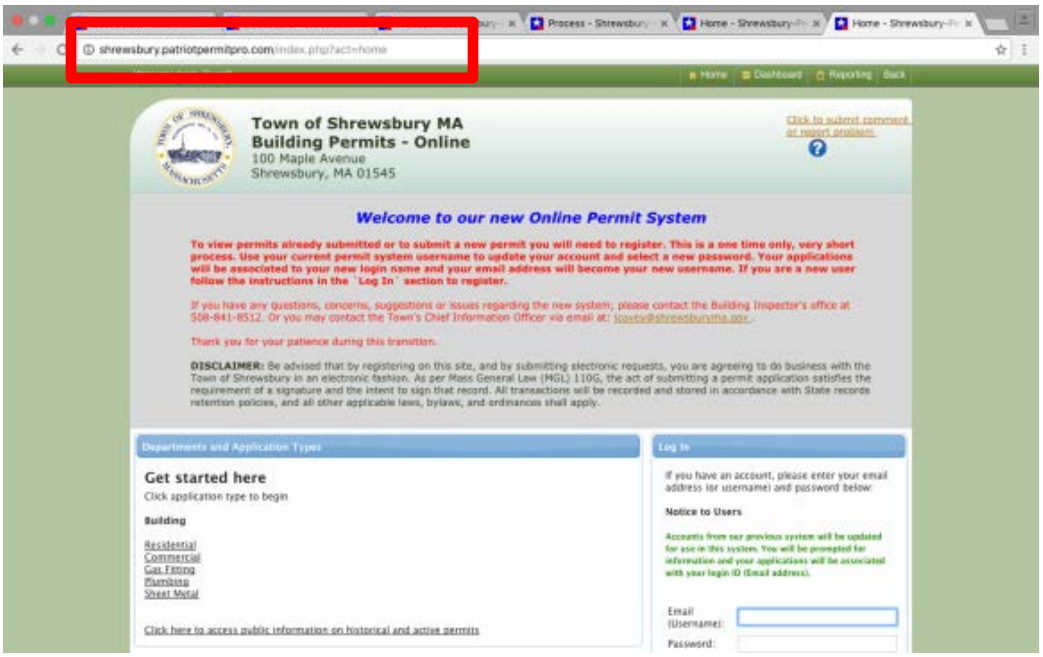
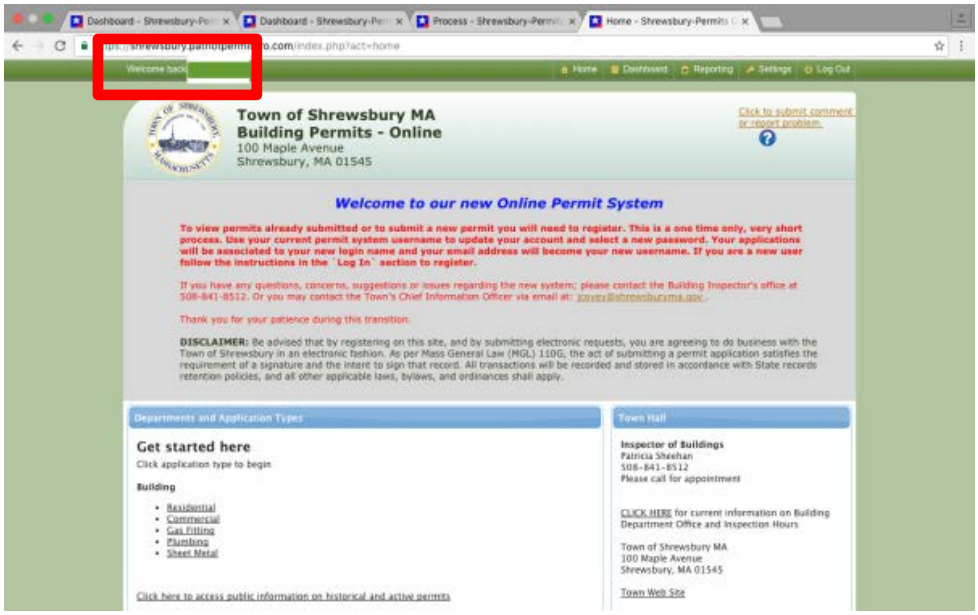
HELPFUL HINT: **Save all of your documents in pdf form on your computer's desktop ahead of time. This will allow easy access when you're ready to upload.**

How to UPLOAD DOCUMENT(S) in the Town of Shrewsbury's Online Permitting System.

1. Using a computer, access the Shrewsbury Online Building Permit System at the website below: http://shrewsbury.patriotpermitpro.com

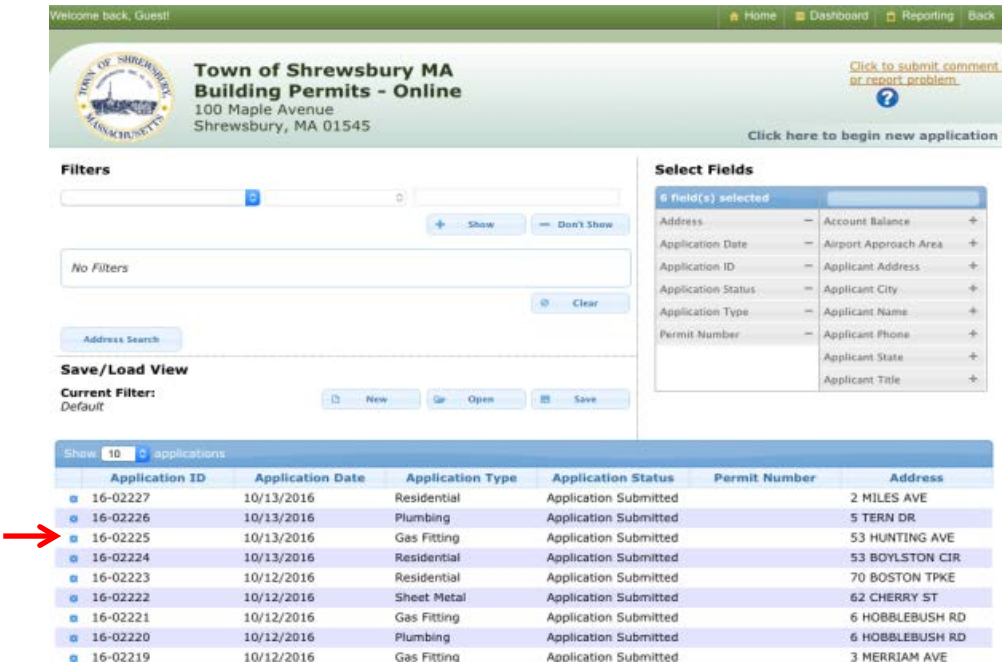


2. Log in using your established Username and Password (remember, they are case sensitive). Logging in, will bring you to the Home Page of PermitPro.
   If you have logged on successfully, you will see "Welcome Back (and your first name)" on the top left-hand corner of the page.

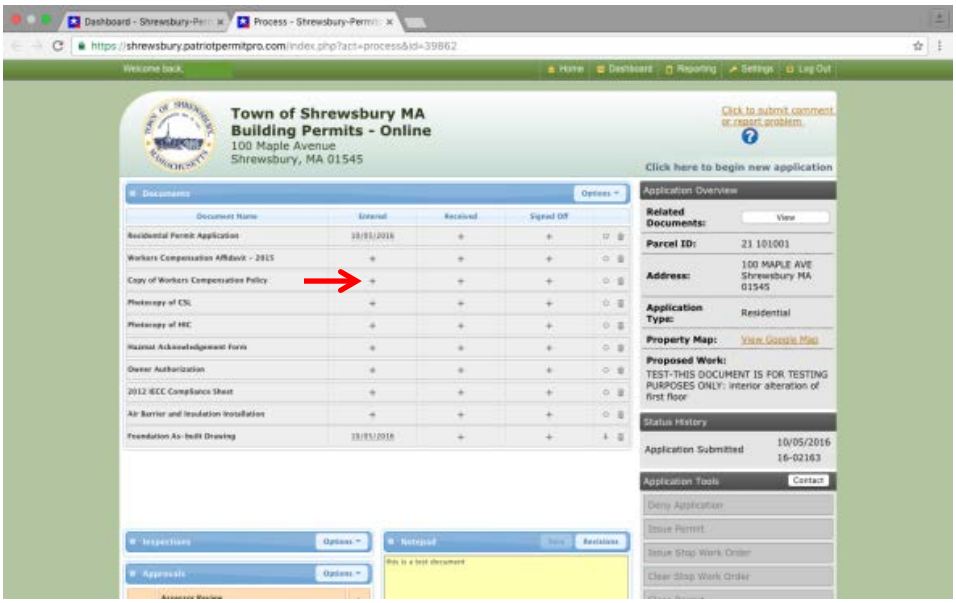


3. Search for your submitted application using any of the search methods (Tutorial 'Search Application')

4. Once you have identified your application, click on the **Blue** Gear Wheel symbol as shown below. This will lead you to the Dashboard.



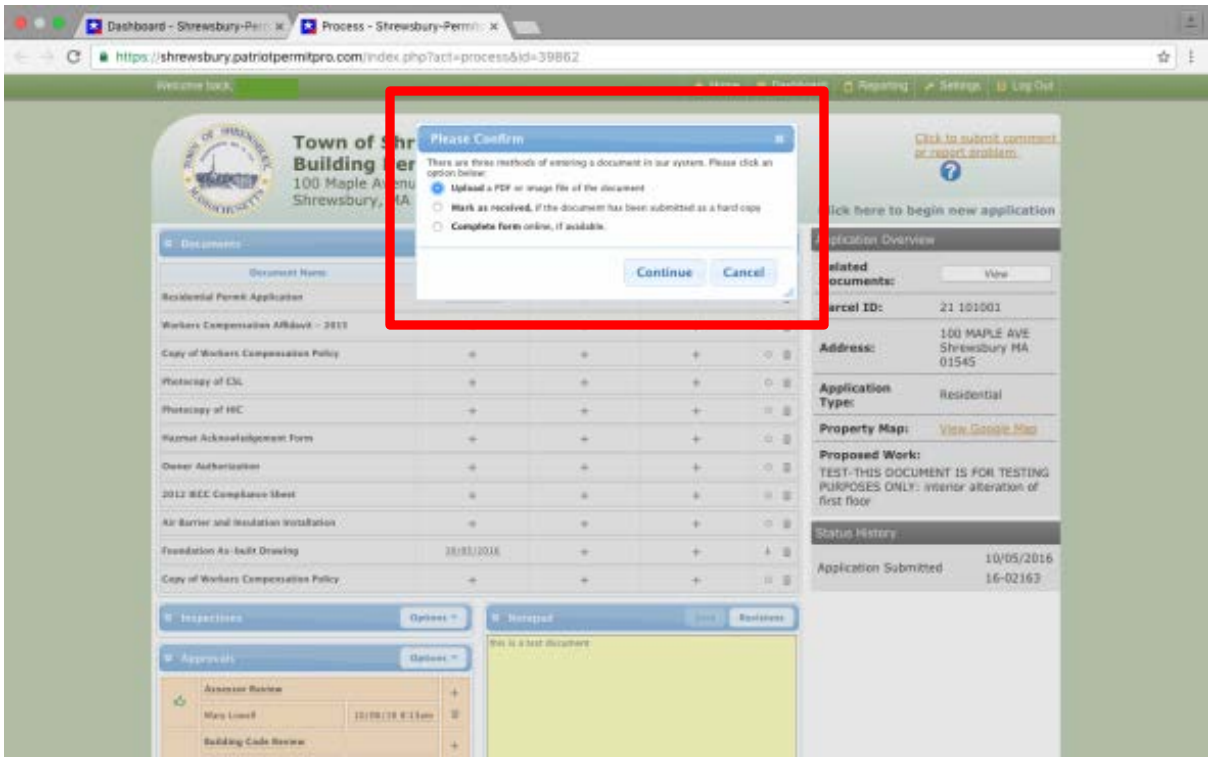
5. Your Dashboard will appear like this:



6. A list of documents automatically populate on the Dashboard.

7. If the document you wish to upload appears in the list, click on the '+' sign in the first column titled 'Entered' (see screenshot above).

8. A Pop-up instruction box will open as shown in the screenshot below:



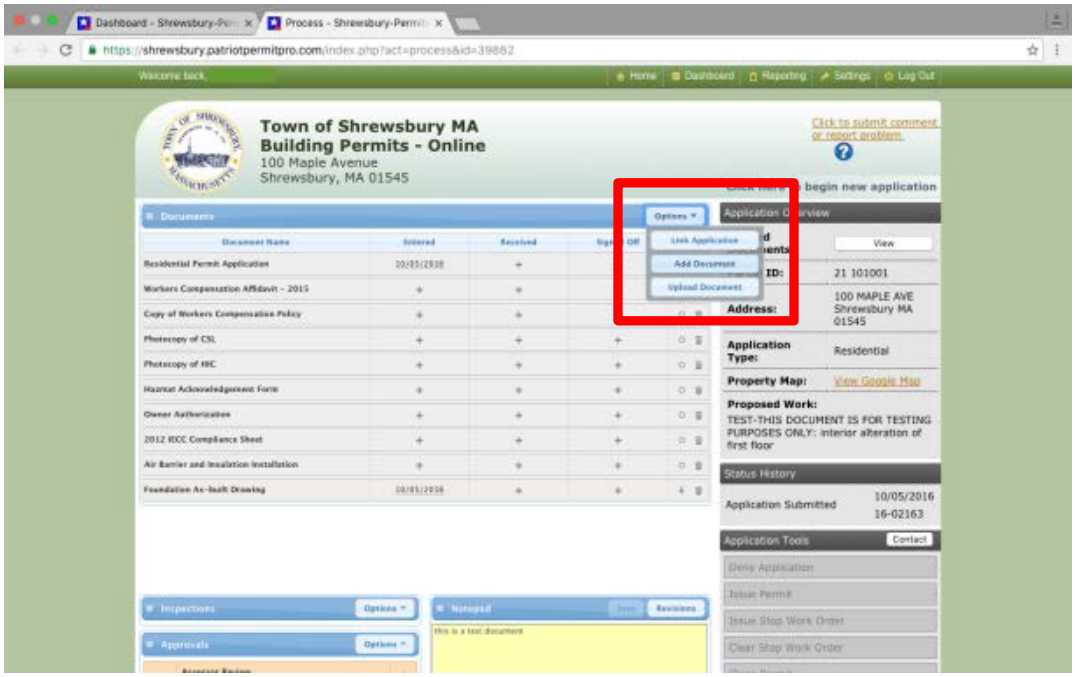
9. Select the option you wish to use by clicking one of the three choices.

10. Click on ‘Continue’ to upload / add document or ‘Cancel’ to go back to the Dashboard.

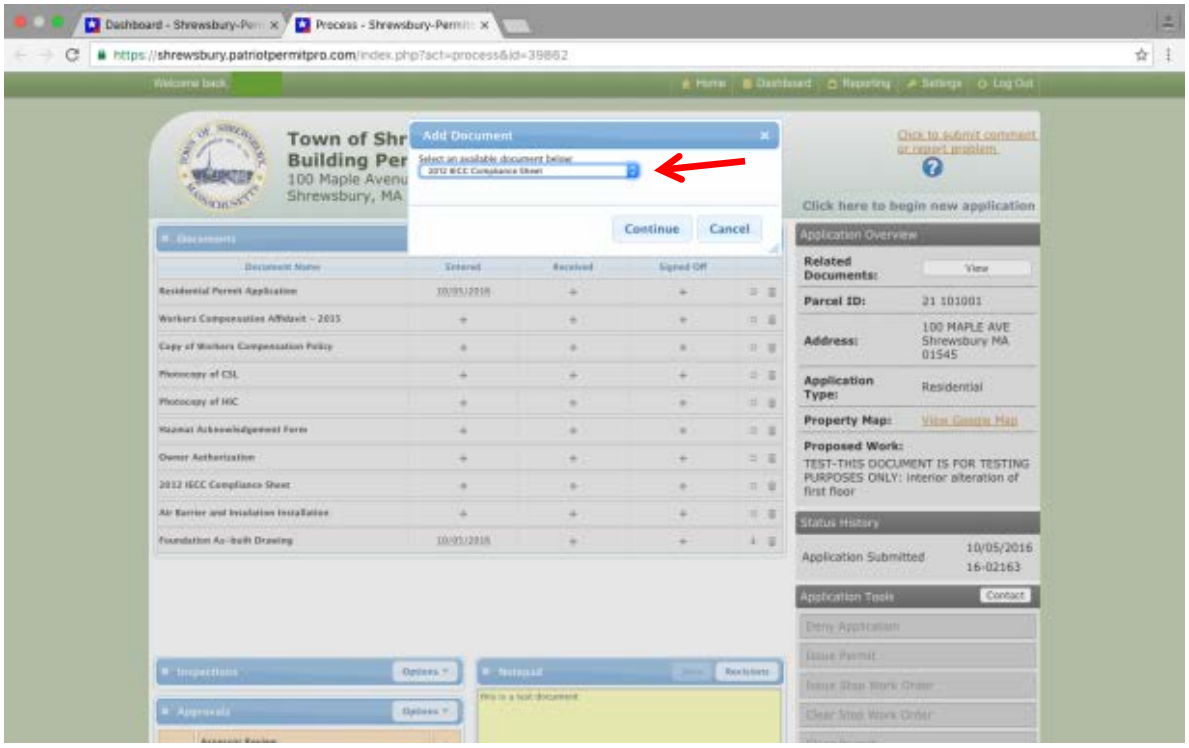
11. If you need to add a document type that wasn’t in the original list, you can add that document type to the list (as different scopes of work, requires different documentation).

12. To upload / add a document that isn’t currently appearing on the existing list, click on the ‘Options’ button located on the top right corner of the ‘Documents’ section.

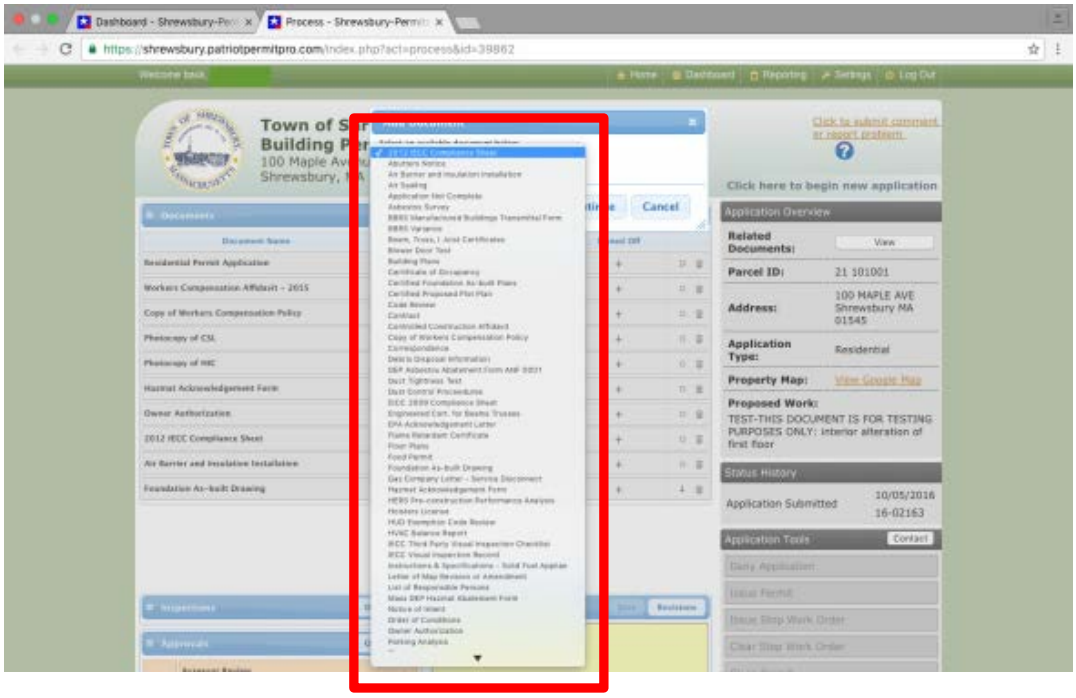
13. When you click ‘Options’, a box will appear as shown in the screenshot below:



14. Click on ‘Add Document’ or ‘Upload Document’ Option. A box will appear as shown in the below screenshot.

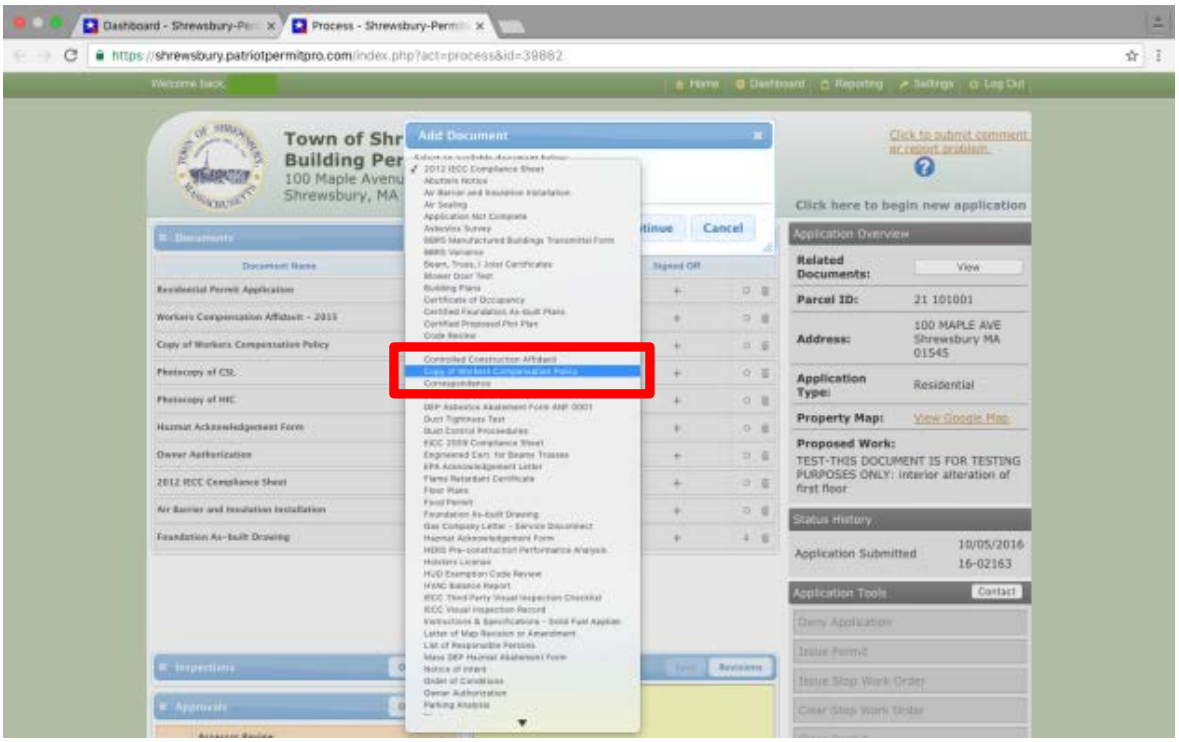


15. Click on the blue up and down arrow to view the entire list of documents related to the application type (Note: the list of document types will differ for Residential, Commercial, Gas, Plumbing, and Sheet Metal).

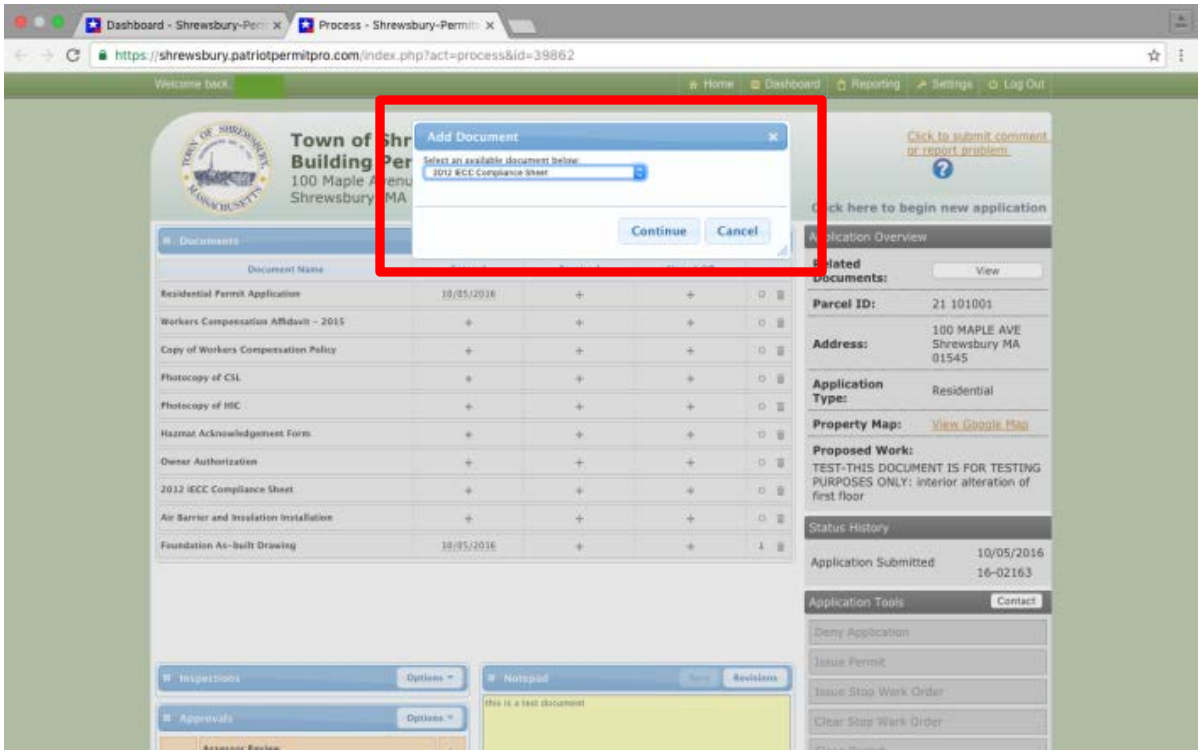


16. Select the document name that you wish to upload/add

17. For Example: If you wish to upload / add ‘**Copy of Worker’s Compensation Policy**, search for the name on the list. When your mouse points to the name, it will highlight in blue color.

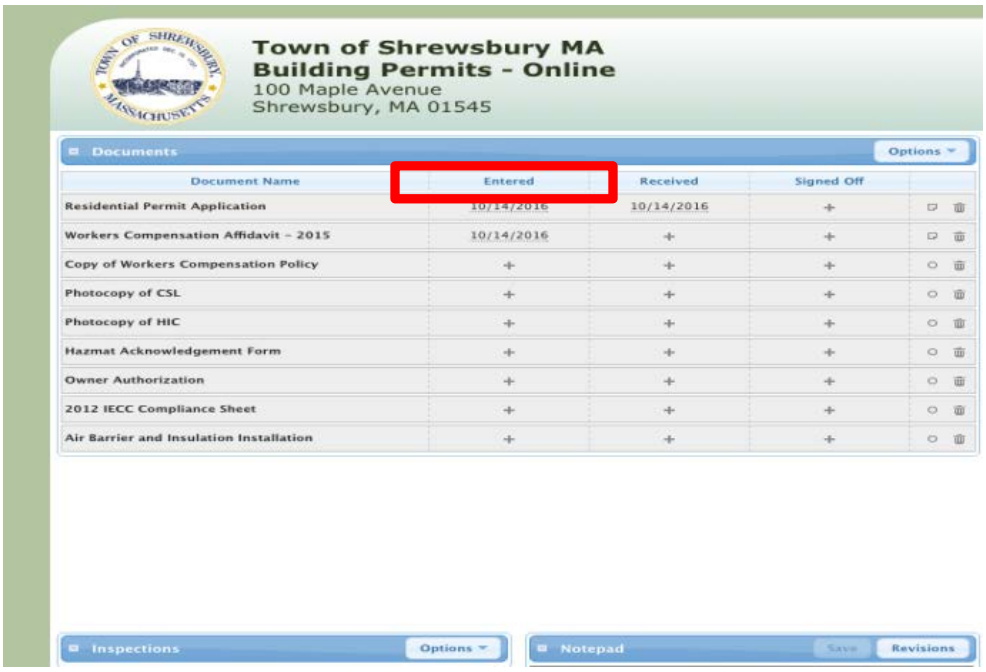


18. When you select a particular document name, it will appear in the **Add Document** box.



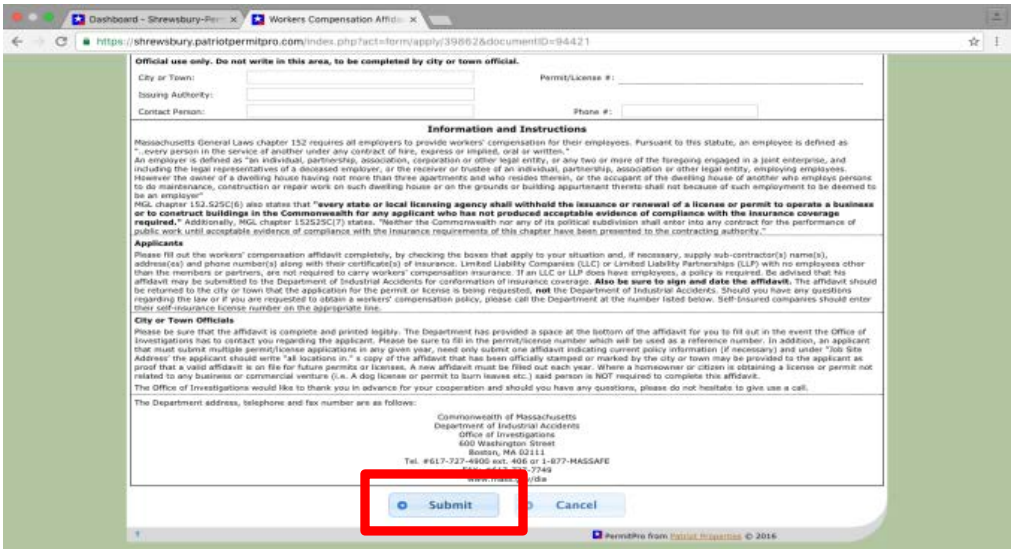
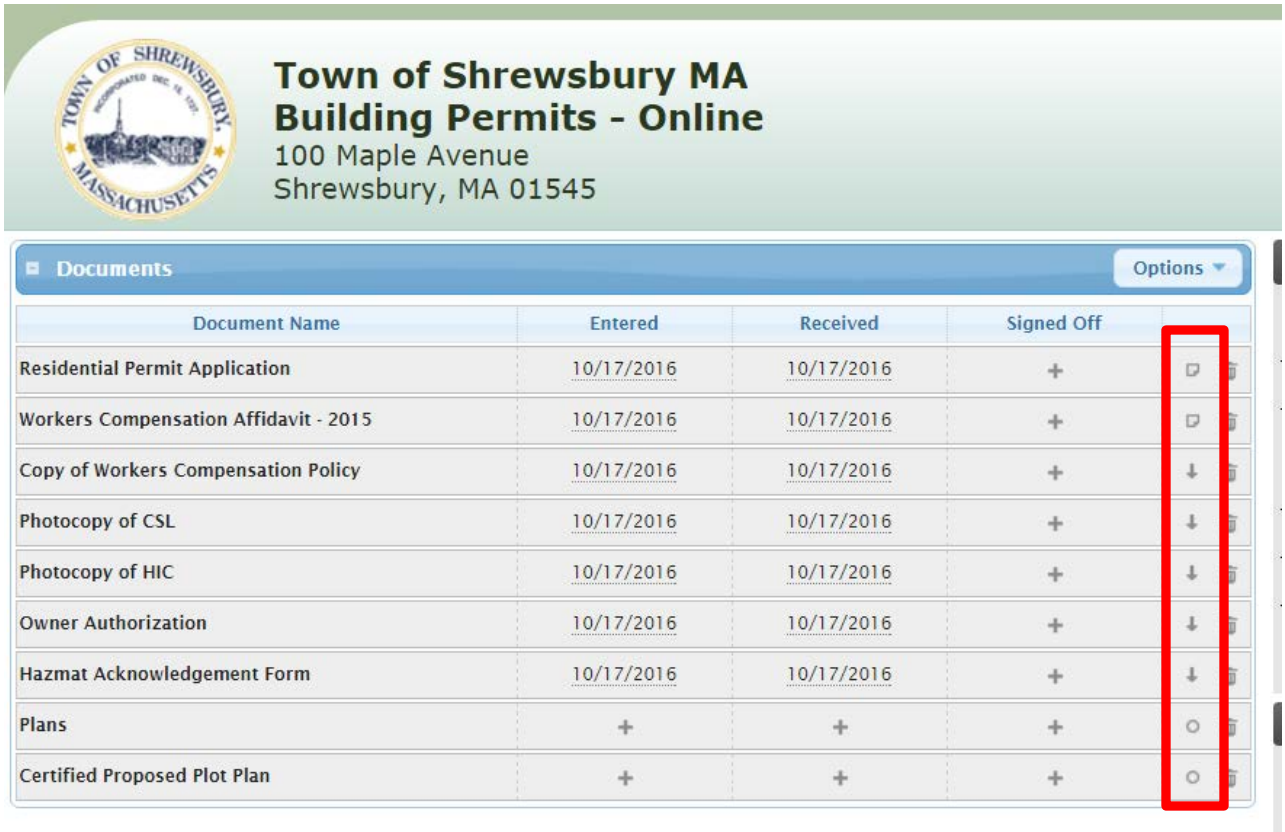
19. Select ‘Continue’ to upload / add your document.

20. When you have successfully uploaded/added the document, the current system date will appear in the **'Entered'** column.



21. In case you need to upload an *online* form, select the form from the drop down list.

22. Complete the fillable form and click 'Submit' when you are done.



23. You can view each document that was successfully uploaded by clicking the “down arrow or piece of paper symbol” located in the last column of the document section.