

# Transcript: Submission Uploads

Welcome to Halton Region's engineering review service for online file creation and submission uploads. This video will demonstrate how to complete the document submission task

Start by using your account information to login. You can login using the "sign-up" command at the top of the page or with the sign-up tile on the page.

Before you upload your documents ensure you have all the required documents and drawings available for upload.

Select the tile, Start a new Engineering File.

Make sure to carefully read and follow the instructions on every page, inputting the information that is required. When you reach the page for uploading documents, follow these instructions to assist you through the upload process.

Before uploading:

- Review the descriptions of file types and the maximum file size.
- Review the categories to ensure you upload the files of the same category.

Let's go through the document upload process:

To upload files, you can use the Upload File command or you can "drag and drop files" in the drop files section.

You can upload 10 files at a time with a maximum file size of 10 MB per file. You can repeat this 5 times per block up to a maximum of 50 files per block.

After each block ensure that you select a corresponding category for the uploaded files.

You can then select **Add** to add another block and repeat this process.

You can add up to 10 blocks with 50 files per block.

If you have uploaded files in error, you can either delete a block or delete an individual file using the delete commands.

Once you have uploaded all your documents and assigned a category for each, proceed to the next step by selecting **Review and Submit**. The files that have been uploaded will display in the documents section of this page.

The next page will show you the transaction number for the files that have been uploaded successfully, the engineering file number and the submission number.

You will also receive an email once your file has been submitted with the list of the documents that were uploaded. Ensure you save this email for future reference as it is

the formal record of what has been submitted, an online view of submitted documents is not currently available.

That completes the document submission task.