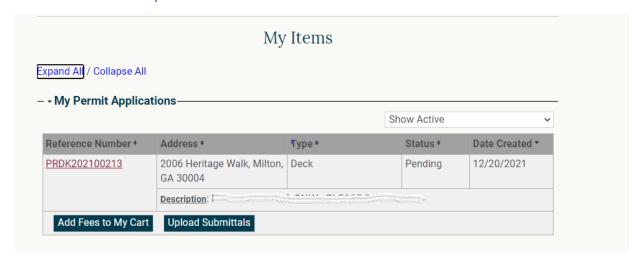# How to upload Documents and Images to an existing Permit or Planning Application

1. Visit https://cvweb.cityofmiltonga.us/ProdPortal in a web browser.
2. Make sure you are logged in. You'll see your name at the top of the CityView Portal page.
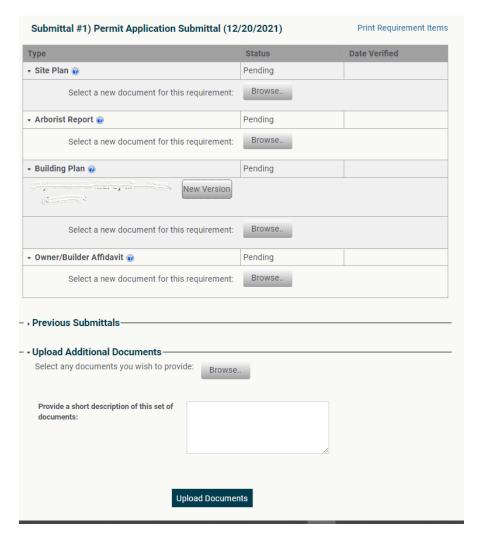3. Click on the 'My Items' link.

Milton CityView Web Portal

Font Size: ➕ ➖   ➕ Share & Bookmark   🖶 Print

Welcome Ben Franklin
Sign Out My Account My Items My Shopping Cart (0) Portal Home Property Search
Portal Help

4. Click the 'Expand All' and select the permit application where you wish to add a file.
5. Click the 'Upload Submittals' button.

My Items

Expand All / Collapse All

− ▾ My Permit Applications

Show Active ▼

Reference Number ⬦	Address ⬦	Type ⬦	Status ⬦	Date Created ▾
PRDK202100213	2006 Heritage Walk, Milton, GA 30004	Deck	Pending	12/20/2021
	Description:			

[Add Fees to My Cart] [Upload Submittals]

6. A list of available documents for your permit type will appear. You can hit the 'Browse button to upload a new document, or click 'New Version' if you need to replace an existing document.

IMPORTANT: Make sure all PDF documents are flattened to a single layer before submitting.

IMPORTANT: Do not submit read-only PDF files. Staff will need the ability to mark up these files, so please make sure they are unlocked before submitting.

7. Click 'Upload Documents' when ready.

8. Once the files have uploaded, you will get an 'Uploads Complete' message. When you click 'Ok', you will be returned to your 'My Items' page.