

Cooperative Public Health Service

On-line Permitting How-to for File Attachment

-How to attach files to your application in the CPHS Online Public Health Permitting System



Public Health
Prevent. Promote. Protect.

Most permit applications will need to be submitted with attachments, such as plans, sketches, certificates, test reports, etc. This How-to explains the steps used to do this right from your computer.

After an application has been submitted, select it from the list on your home page (see example on next page). On the left side of your screen, the **Update your profile** will change to the **Details** about the selected application. To add an attachment, click on the paperclip symbol.  The **File Uploading** page will open.

File Uploading

Upload File :

Select File Browse...

Click on the **Browse** button to select a file on your computer. Navigate to the file location, select the file, and click on the **Open** button. The selected file will be shown in the gray window to the left of the **Browse** button.

Attachment Name
182_Main_St_Pellegrino_lot_px_1-30-15_648.pdf
182_Main_St_Pellegrin_drawing_1-30-15_649.pdf

Submit **Cancel**

Next, click on the **Submit** button, and the file will be uploaded and attached to this application. You will see a **Confirmation** message to let you know that your document has been successfully uploaded. Click on the **Yes** button if you need to attach any additional documents to this application. **Yes**

You can attach as many files as you need to by repeating the **Browse** and **Submit** steps for each file. You will see the files added to the list each time you return to the **File Uploading** page. When you are done uploading files, either click on the **Cancel** button or on the **No** button on the Confirmation page. **No**

Please note the following info about the proper way to name your files so that they have meaningful names.

**** Use only alphacharacters and numbers in the filename. Do not use punctuations or special characters like #, \$, %, ^, /, \, * in the Filename. Filename should not exceed 40 characters.**

**** File Naming Convention: Please follow this standard file naming convention, so that your filename will have some meaning. Do not attach a file named "Scan001", the filename should clearly identify the file's subject, either by address and/or last name, the file's content, followed by the expiration date (if applicable). Example of common food permit attachment—Smith servsafe cert 5-23-2017. Example of common septic permit attachment— 23 Main Road septic plan 9-20-14.**

A note about attachments: The files you attach to the applications in the system need to be pdfs. Each individual file must be below 10 Mb in size. Each separate document should be a separate pdf file. If you scan documents, save them as individual pdfs. You can convert Word docs and picture files (.jpg) to pdf by printing them using the free program, "DoPDF", at www.dopdf.com. You can also convert printed materials to digital format with a smart phone using a free program such as "Scan Genius", then share or email the files to yourself, log into your webmail, download the attached file(s) to your computer, and then attach the pdfs to the application on your home page when you log in to the system, as explained in the instructions.

A more robust program for creating pdf files is "PDFill PDF Tools" http://www.pdfill.com/pdf_tools_free.html This program is free and allows you to convert files, merge multiple pages, and do other things with pdfs.

Example of a Homepage



Cooperative Public Health Service
Franklin Regional Council of Governments
12 Olive Street, Suite 2
Greenfield MA 01301
(413) 774-3167 Fax: (413) 774-3169 Website: www.frcog.org

APPLY FOR NEW PERMIT | [Edit Profile](#) | [Change Password](#) | [New Fee Schedule](#) | [Log out](#)

Search for Existing Permits

Application Date (mm/dd/yyyy) To

Permit Type:

Status:

Estab. Address:

Town:

Total Applications: 2

Select Permit	Appl. Date	Estab. Address	Town	Permit #	Type of Permit	Fee Payable	Status	Expiry Date
<input type="radio"/>	7/9/2014	486 South River Road	Charlemont	WP-14-0008	Well Application	60.00	Permit Issued	12/31/2014
<input checked="" type="radio"/>	3/14/2014	8 Mountain Road	Charlemont	WP-14-0002	Well Application	60.00	Certificate Issued	12/31/2014

Click on Select Permit circle to view this record. It will open your Details Screen.

 = View, Print, & Edit the application.  = Send & Receive Chat messages.  = Add & View attachments.  = To begin the process of paying a permit fee online.

List of More Options: For example, once your permit is issued, you will have the ability to print or view your permit.

Details (Charlemont)

Estab. Name : Sarah Prince
Estab. Address : 8 Mountain Road
Permit No. : WP-14-0002

    More: **More Options**

- History
- Print/View Permit
- Issue/ Print Certificate

Sign Offs

View Payment History

Issue Permit

Inspection History

Click here for more information on this application.



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Click here to apply for a new permit.

Click here to Log Out