How do I submit additional documents online?

Who can submit additional documents online?

- You can only submit documents online if you submitted the original application online.
- Only the person that submitted the original application can submit additional documents.
- If your application wasn’t submitted online or you aren’t the original applicant, email your resubmittal document(s) to EHSepticSystems@tpchd.org. Include the following information with your email.
  - Subject Line: include the property address.
  - Service Request number (SR0123456).
  - Site address.
  - Parcel number.
  - Description of document.

Steps to submit additional documents.

1. Log in to your account.

2. In the left-hand menu click on My Links and select Applications Submitted. This will bring up a list of all applications you have submitted.

3. Search for the application by address or Service Request number. Click on the application link then click on the Details button.
4. Click on the **Submit Attachments** button.

5. Select the appropriate **Attachment Type** from the drop-down list.

6. Choose your document then click on the **Upload** button.

7. Your document was uploaded. To see the list of documents attached to your application click on the **Attachments** link to expand the list.