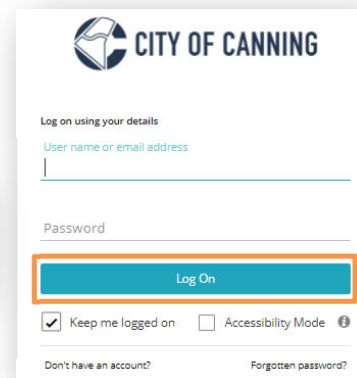
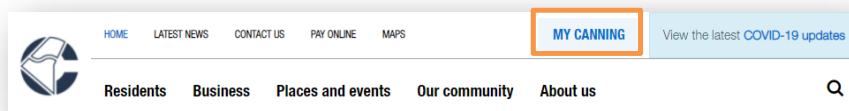


GUIDE: Upload a document to a lodged application

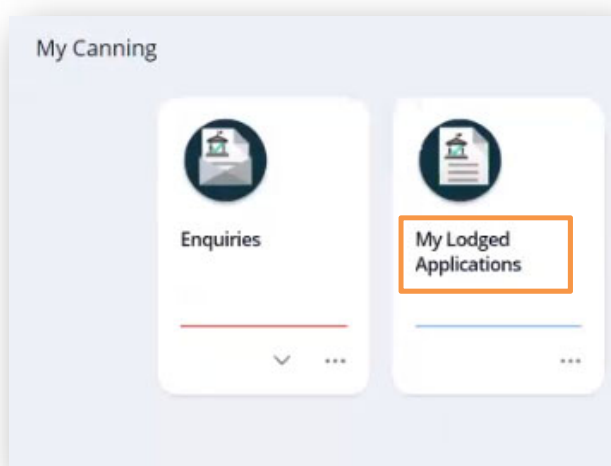
The City of Canning is now live with My Canning Portal, where you can submit and track Health, Building and Planning applications online. This guide will demonstrate how you can access your lodged application and add a document

To get started, you will need to be logged into **My Canning**.

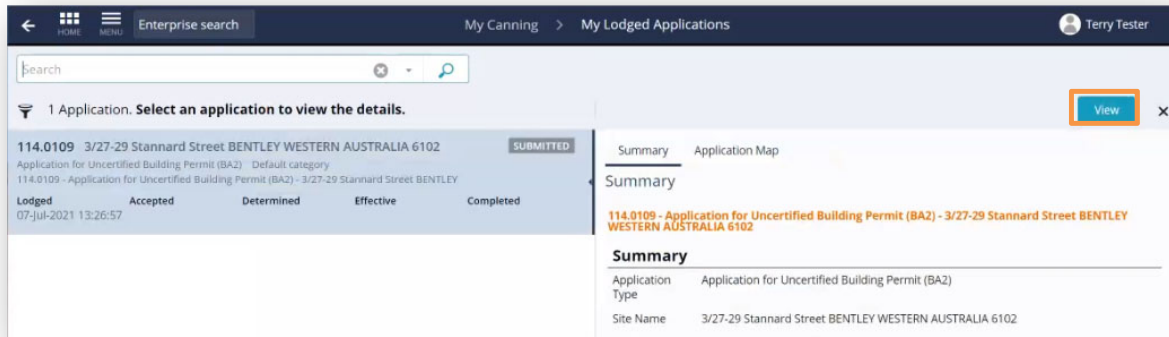
- Access the City of Canning Website: <https://canning.wa.gov.au>
- Select the 'My Canning' link
- Enter your details and Log on



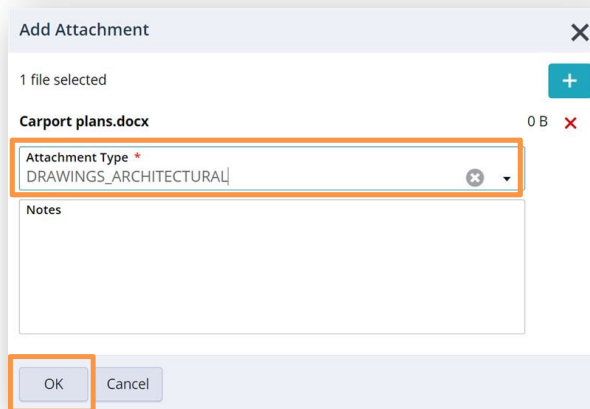
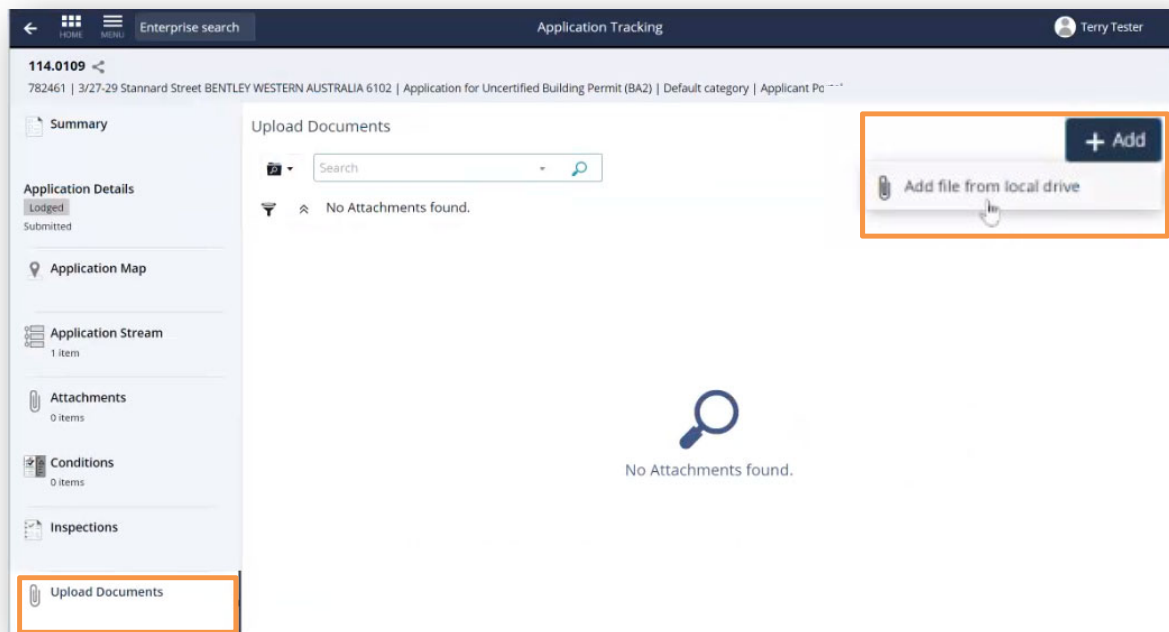
1. Access 'My Lodged Applications'



2. Select the appropriate application from the left list, then select 'View' to open



3. Select 'Upload Document', then select 'add' and 'Add from local Drive'



4. Once you have selected your document, select your attachment type

Click 'OK'

5. Select 'Attachment' to view your application attachments

The screenshot displays the 'Application Tracking' interface for application 114.0109. The left sidebar contains navigation options: Summary, Application Details (Lodged, Submitted), Application Map, Application Stream (1 item), Attachments (2 items, highlighted with an orange box), Conditions (0 items), Inspections, and Upload Documents. The main content area shows the 'Attachments' section with 2 attachments:

- BA2 Uncertified Building Permit Application - 114.0109.docx** (DOCX) - ACTIVE
Click to Download
- Carport plans(1).docx** (DOCX) - ACTIVE
Click to Download

Should you require further support please contact our Customer Service team 1300 442 664 (Monday to Friday 8.15am to 5pm).

You can also enquire online here: <https://canning.wa.gov.au/contact-us>