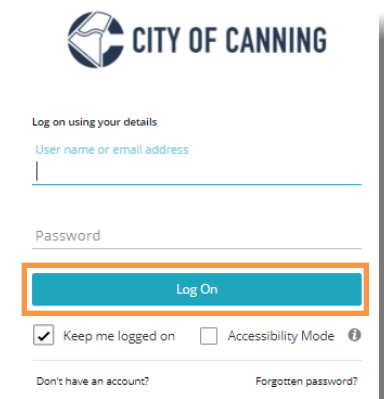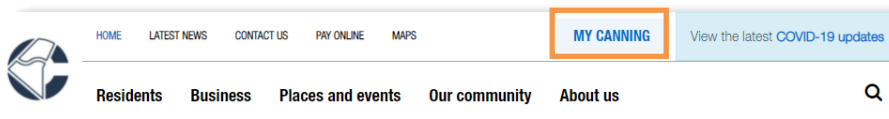# GUIDE: Upload a document to a lodged application

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

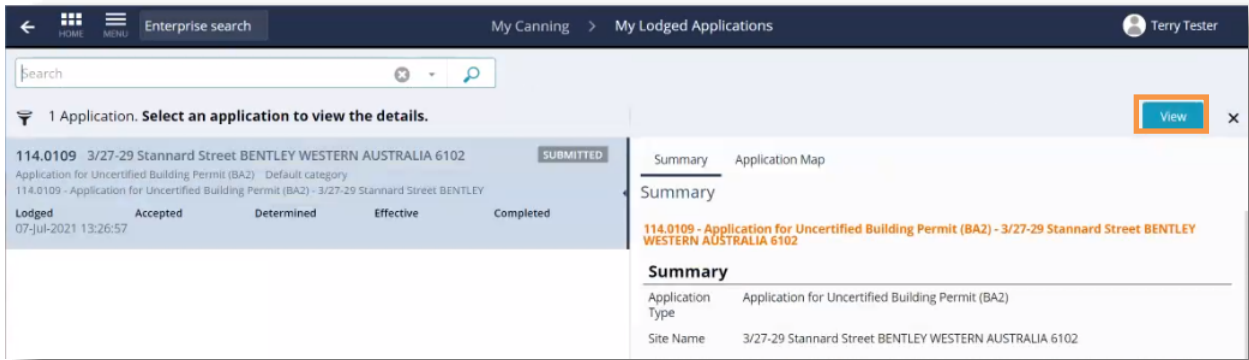To get started, you will need to be logged into **My Canning**.

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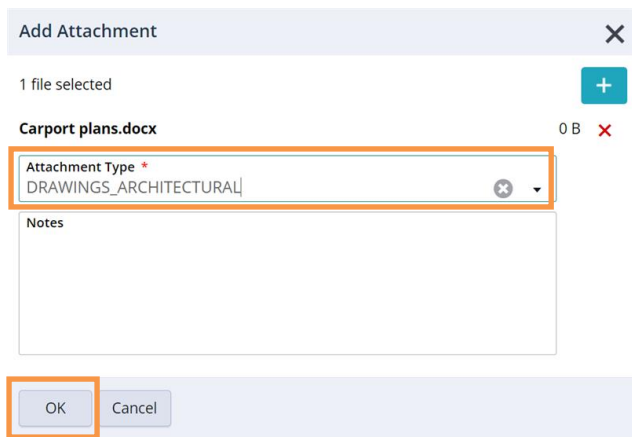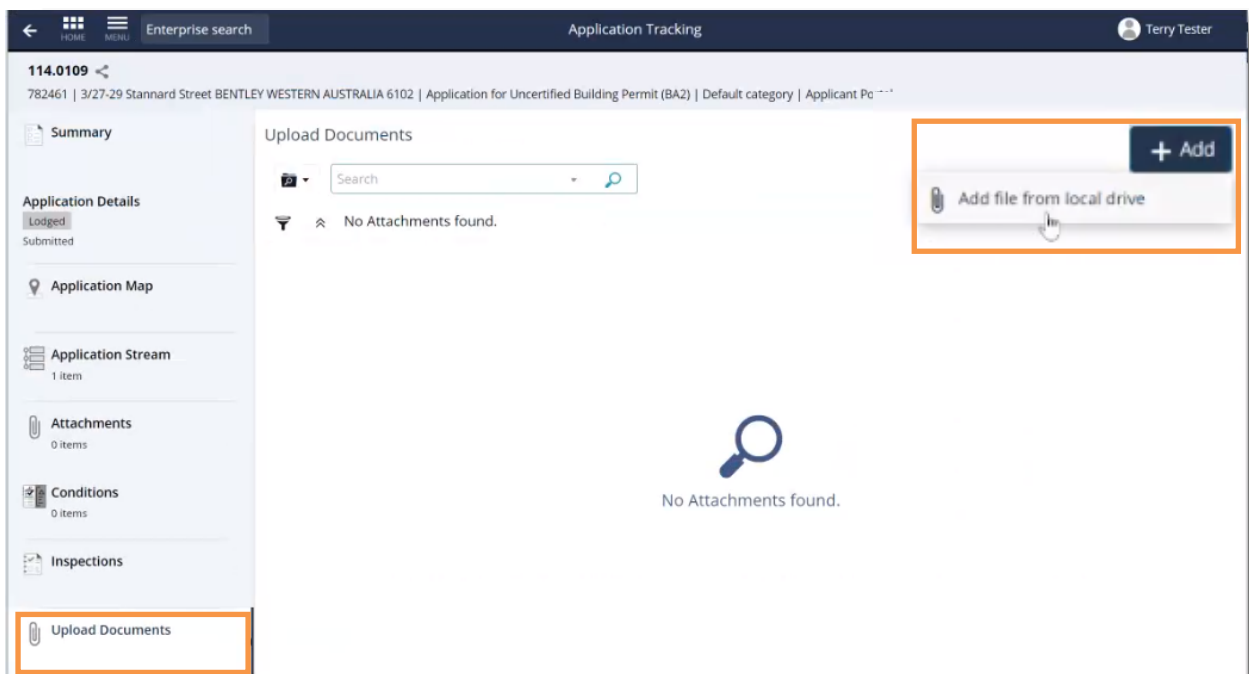- Enter your details and Log on

1. **Access 'My Lodged Applications'**
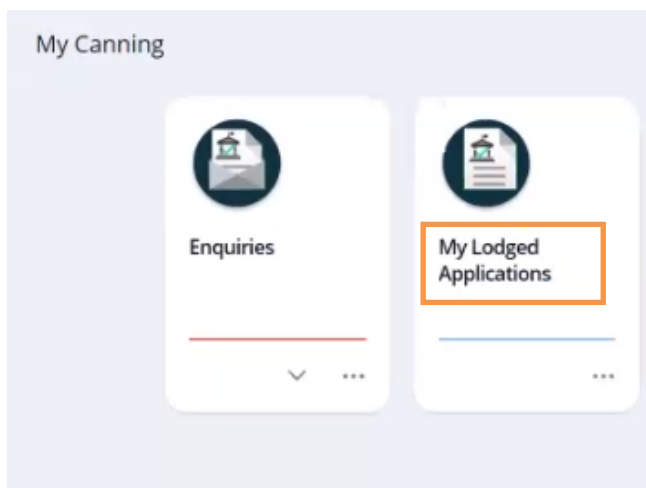
2. **Select the appropriate application from the left list, then select 'View' to open**

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'

Document Set ID: 447286
Version: 2, Version Date: 04/11/2021

5. Select 'Attachment' to view your application attachments

Should you require further support please contact our Customer Service team 1300 422 664 (Monday to Friday 8.15am to 5pm).

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

1317 Albany Highway, Cannington
Locked Bag 80, Welshpool WA 6986
P 1300 422 664

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