



# MyFilmLA Guide

## Uploading a Requested Document

As part of your permit processing, your FilmLA Permit Coordinator or Insurance Specialist may request documents from you. This guide walks through how and where to upload these documents.

**When a document is requested from you, you'll be notified via email.**

» To view the request, start by clicking the **DOCUMENTS** tab.

**Requested Documents**

COMPANY NAME	REQUESTED
YOUR COMPANY NAME	0
MyFilmLA Guide Test Co	0

**Requested Project Title Documents**

NAME	CATEGORY	TYPE	LA	LOCATION ADDRESS	NOTES (LINK)	DESCRIPTION	UPLOAD	SAMPLE PREV...
Closure Plans	Activity	Closure Plans	LA00101497-1	6255 W Sunset Blvd, Los Angeles, CA, 90028, USA				

» Under **“Requested Documents”**, you'll see your company names and project titles on the left. Look for the number next to each company or title listed. This is the **number of requested documents** for each of them.

» **Click** on the company name or project title to **highlight it in yellow**. The document requests will appear on the right.

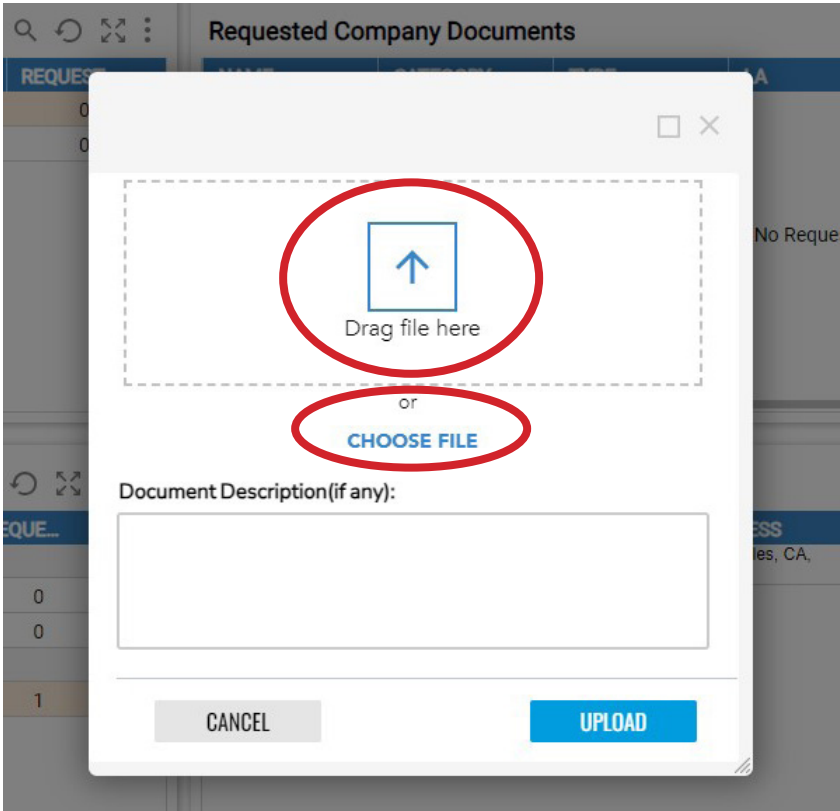
**Requested Project Title Documents**

PROJECT TITLE	REQUESTED	CREATED ...
YOUR COMPANY NAME		
YOUR PROJECT	1	email@email.com

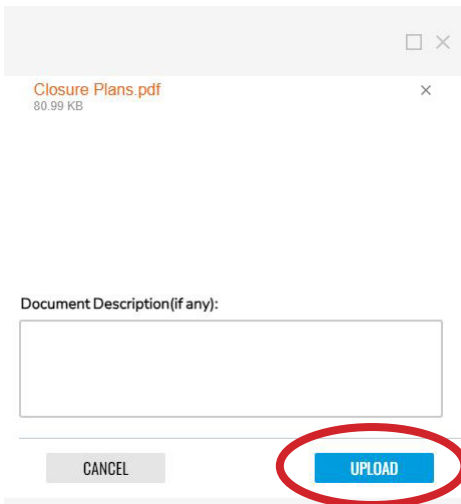
**Requested Project Title Documents**

NAME	CATEGORY	TYPE	LA	LOCATION ADDRESS	NOTES (LINK)	DESCRIPTION	UPLOAD	ATTACHMENT...
Closure Plans	Activity	Closure Plans	LA00101497-1	6255 W Sunset Blvd, Los Angeles, CA, 90028, USA				

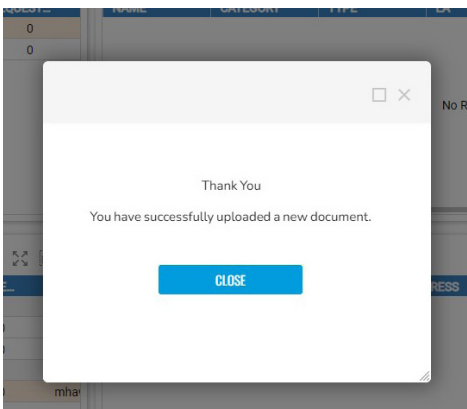
» **Click the blue cloud icon** next to your document request to upload a document.



» **Drag and drop a file** or click “**CHOOSE FILE**” to upload a document.



» Once the document is done loading, **click UPLOAD**.



» When the document has been successfully uploaded, you’ll see a **confirmation message**. Click **CLOSE**.

» If you have **additional documents** requested, **repeat the process** until all are uploaded.