Complete PPR Part II

Attach Documents and Pictures

Step-by-Step Instructions

Notes: These training videos were created the fall of 2015. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use **Internet Explorer 11**.

You will occasionally need to submit documents or photographs with your PPR .

1. **Click on Attachments Tab**. Please review the Attachment Form Instructions section for important information.

2. Once you have your documents within size limits, **click on Browse**.

3. Search for the documents that you wish to upload and **double click** to select the document.

4. **Click Upload** (Max. 10Mb). The documents that you upload to the PPR will be displayed under the Document Name.

   - Prior to submitting the PPR Form you may delete any uploaded document by selecting the check box in the Document Name, and clicking the Delete button.