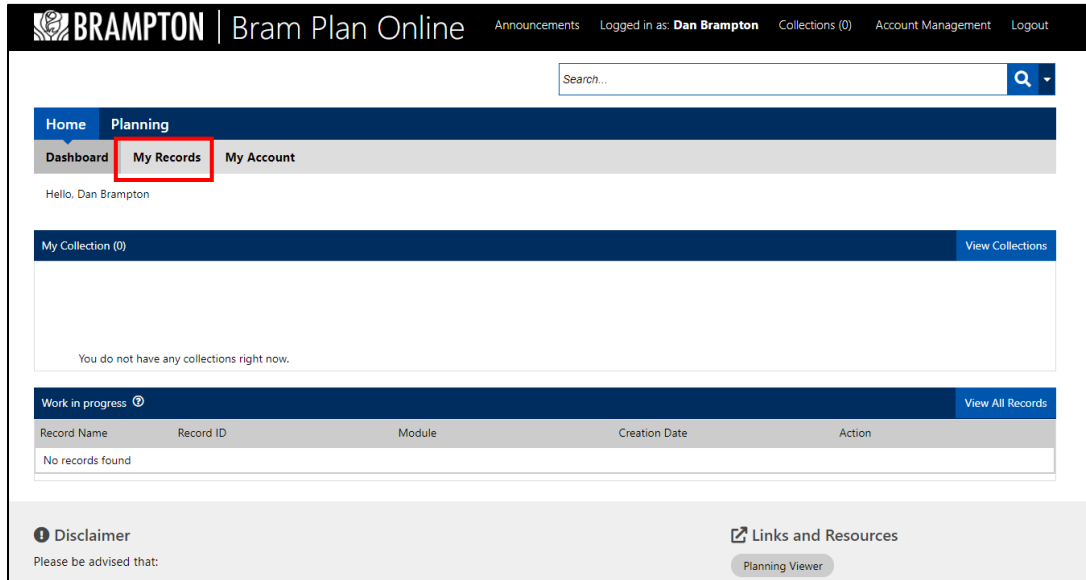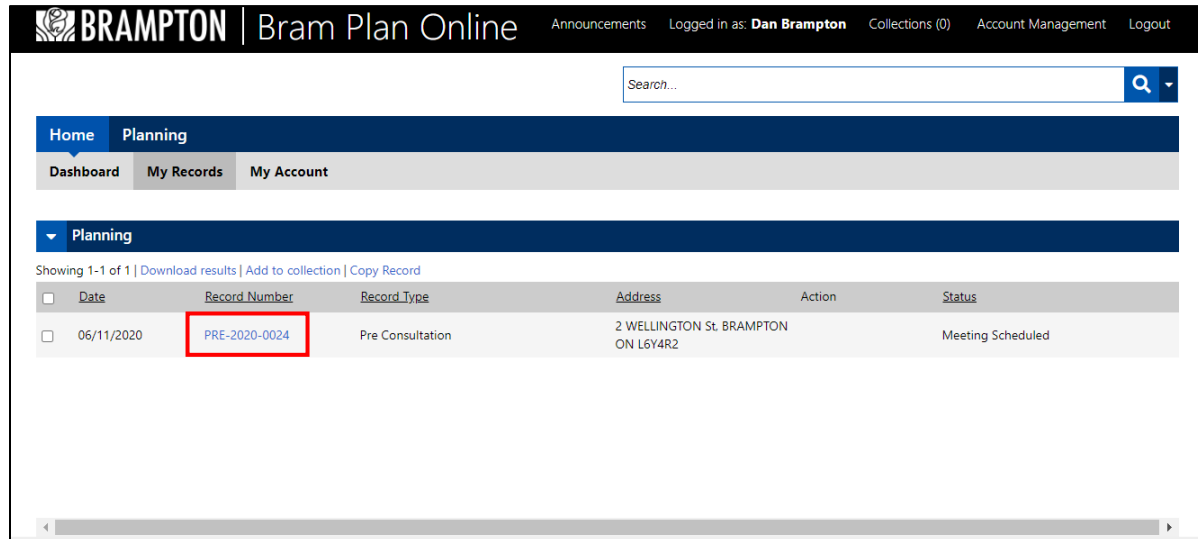# How to Manage your Applications

Step 1) Login to BramPlanOnline. From the homepage, click on 'My Records'.

Step 2) Click on the 'Record Number' of your desired Application from the list.

The summary page of the application will open. From this page, there are a number of options available, including:

- Viewing the Application Information,
- Viewing past payments,
- Viewing the processing status, and
- Viewing/downloading attached documents.

Application Information: Click on 'More Details', then open the other menus as desired.

Processing Status: Click on the 'Record Info' dropdown, then click 'Processing Status'. The status of each task in the application will be displayed.

Note: Click on the arrow next to the task name to view details regarding due dates, task assignment, etc

Documents: Click on the 'Record Info' dropdown, then click 'Attachments'. The list of documents will appear.

Note: You can download the documents by clicking on the document name.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
PRE_Concept Plan.pdf	PRE-2020-0024	Pre Consultation	Record	Concept Plan	9.87 MB	06/11/2020	Actions ▾	Pre Consultation - PRE-2020-0024
PRE_Registered Owner's Authorization.pdf	PRE-2020-0024	Pre Consultation	Record	Registered Owner's Authorization	440.95 KB	06/11/2020	Actions ▾	Pre Consultation - PRE-2020-0024
PRE_Cover Letter.pdf	PRE-2020-0024	Pre Consultation	Record	Cover Letter	504.77 KB	06/11/2020	Actions ▾	Pre Consultation - PRE-2020-0024
COM_Comment Response Table.pdf	PRE-2020-0024	Pre Consultation	Record	Comment Response Table	6.46 MB	06/11/2020	Actions ▾	Pre Consultation - PRE-2020-0024
COM_Concept Plan.pdf	PRE-2020-0024	Pre Consultation	Record	Concept Plan	5.08 MB	06/11/2020	Actions ▾	Pre Consultation - PRE-2020-0024

Payment: This feature will be activated at a later date.