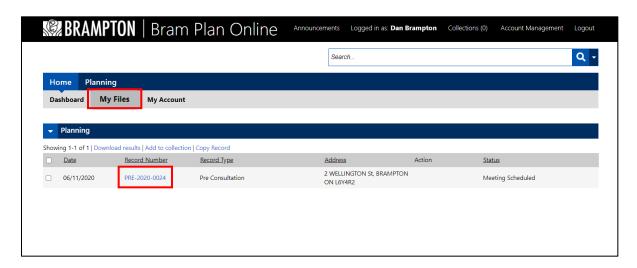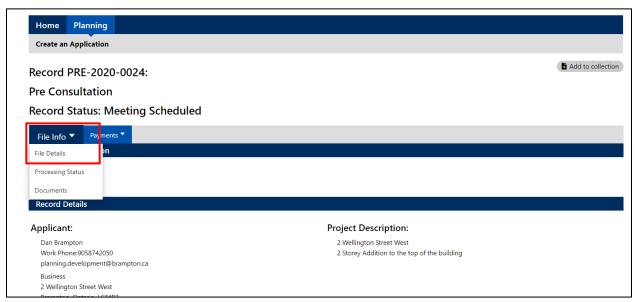# Making a Resubmission

Prior to making a resubmission, you should have been notified that it is required for your application. If you have not received that notification, this process is unnecessary.

Step 1) Log in to BramPlanOnline, select 'My Files', then select the record that requires a resubmission.
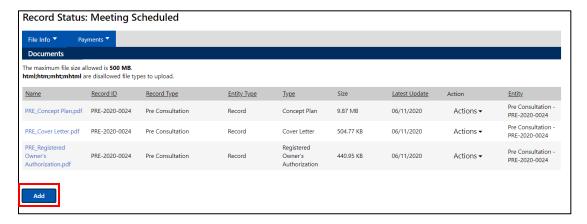

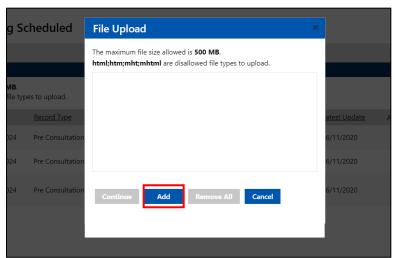Step 2) Select 'File Info', then select 'Documents'.

Prior to any work being completed in BramPlan Online, your documents **must** be named according to the document naming and saving conventions. The name you give the document is what is displayed in BramPlan Online. Documents that are not named correctly will be rejected.
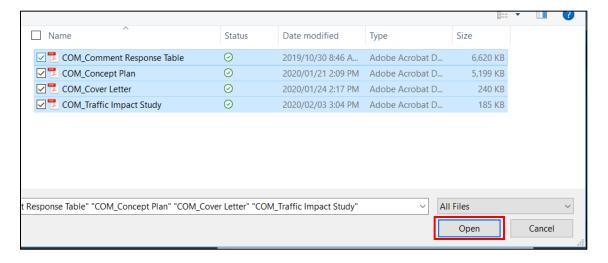
Step 3) Select 'Add'

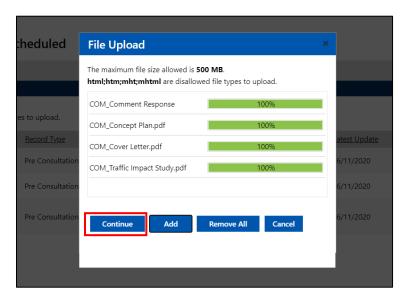In the next popup, Select 'Add'

Your file explorer will open. Highlight all documents that you wish to upload, then select 'Open'

Note: the documents that you are required to upload vary by application type, and based on why the resubmission is required. Please contact the planning department if you have any questions.

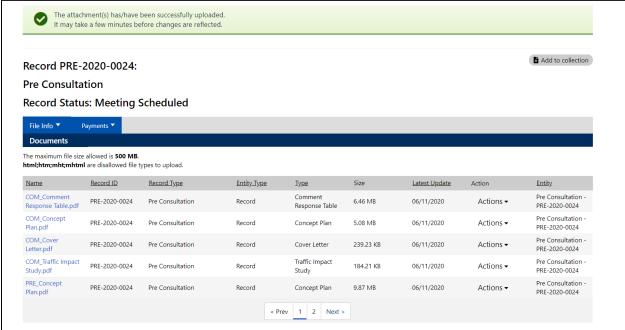Once all documents reach 100% upload status, select 'Continue'

Step 4) Once the documents are added to the system, a type, description, and virtual folder must be filled in. The proper type and virtual folders to choose can be found in the Document Naming and Saving Protocol.

After filling in this information for all of the documents, select 'Save'.

Step 5) Once all of the documents have been uploaded, email the assigned development planner to notify them.