



## Uploading & Downloading Documents



The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately (see **File Naming Standards**). **Calcs, application, and other documents** required for your permit application must still be uploaded as **their own PDFs separate** from the drawings PDF.

### PROCESS STEP: INTAKE, SUBMITTING CORRECTIONS & ISSUANCE

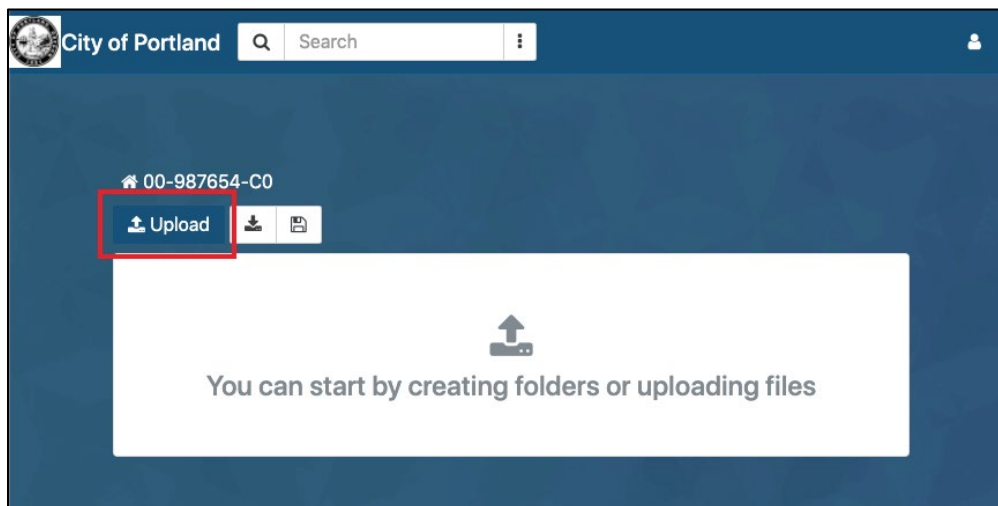
In the ProjectDox Single PDF Process, all drawings and other documents are exchanged via HCP Anywhere in the following stages:

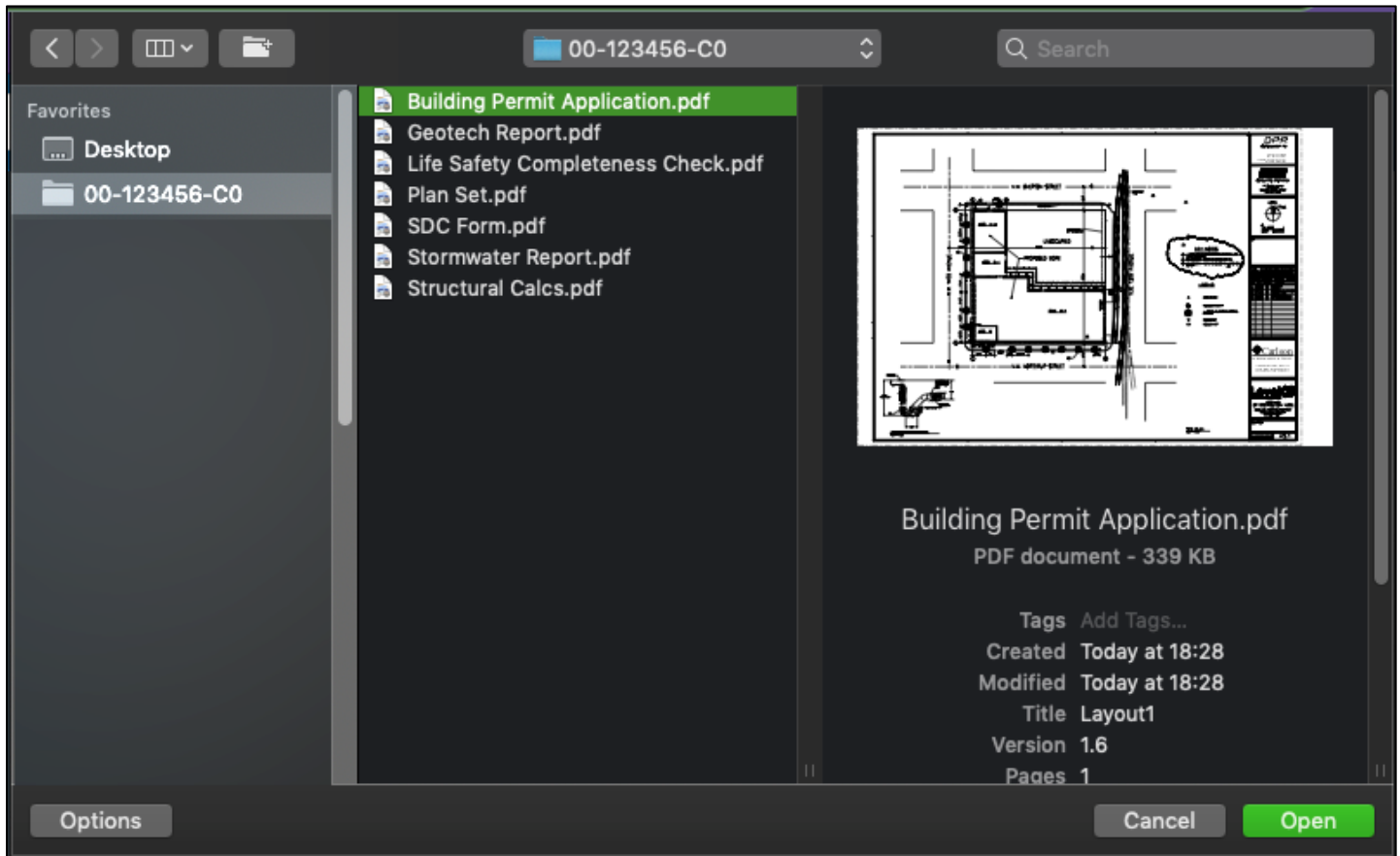
1. **Upload** drawings, calculations, reports and your completed building permit application as PDFs when filing for a permit.
2. **Upload** Checksheet responses and any corrections to the original documents requested by the City of Portland.
3. **Download** your final, approved plans and documents.

### UPLOADING TO BDS

Uploading files to the City of Portland Bureau of Development Services (“BDS”) is a simple process.

1. Using the link provided to you by BDS (usually via email), navigate to your permit upload folder in your web browser.
2. Click the Upload button.





3. When the file selection window appears (shown above on macOS), navigate to, and select, the files for upload.
4. After a short delay while the files transfer, the files will be available for view and download by BDS Permit Technicians.



**Select multiple sequential files:** Select the first file to upload, hold the SHIFT key, and select the last file to upload. All files between the two will also be selected.

SHIFT

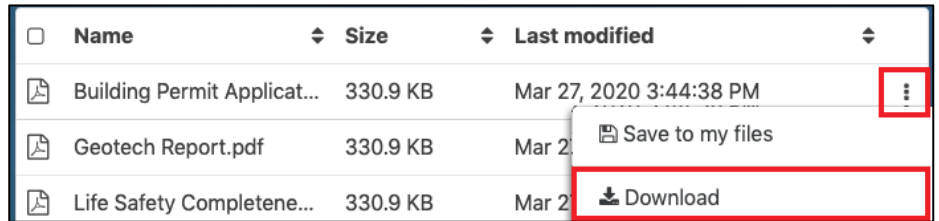
**Add/remove non-sequential files:** Hold the CTRL key (Windows) or CMD key (macOS) while clicking on a file.

CTRL / ⌘

**DOWNLOADING FROM BDS (SINGLE FILES)**

Downloading documents from HCP Anywhere is even simpler than uploading.

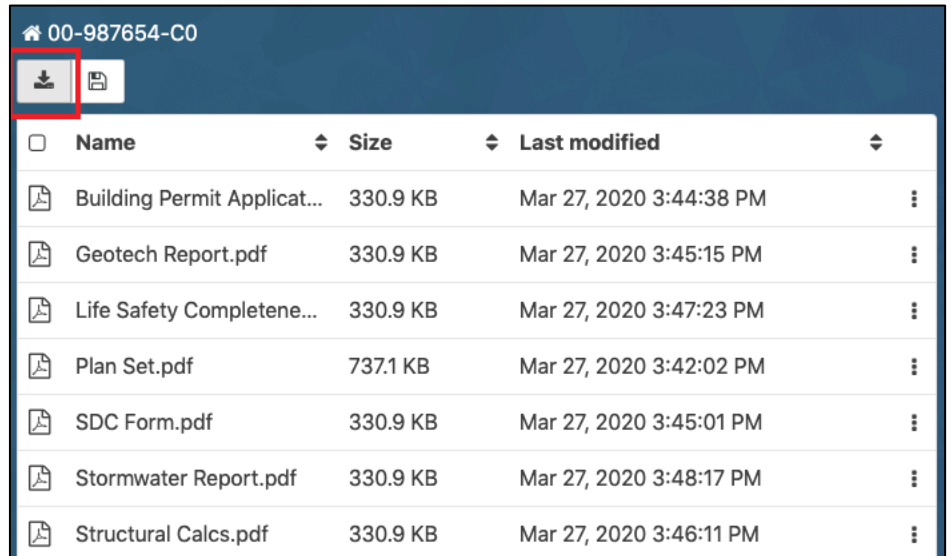
1. Using the link provided to you by BDS (usually via email), navigate to your permit folder in your web browser.
2. Click the three vertical dots to the right of the file you want to download, and then select Download.
3. When prompted, choose the folder on your computer to receive the downloaded file.



**DOWNLOADING FROM BDS (MULTIPLE FILES)**

You can download files one at a time using the above procedure, or you can download all files in a folder at once.

1. Navigate to HCP Anywhere in your web browser
2. Do not select any files. Instead, click the Download button at the top of the file list. This will initiate the download of *all* files in the folder collected into a Zip archive.
3. When prompted, choose the folder on your computer to receive the Zip archive.
4. After the download finishes, expand the Zip archive and inspect the files



Need help expanding the Zip archive? Here are directions for uncompressing Zip archives [on Windows](#) and [on macOS](#), straight from Microsoft and Apple, respectively.