

How To Add Attachments To A Record

1 Log in and select "View My Records"



2 Select the record to add the attachment to.

ABLE

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	DBA/Trade Name	Expiration Date	Status	Action
<input type="checkbox"/>	08/12/2024		Mixed Beverage License		09/01/2024	About to Expire	Pay Fees Due Renew Application Amendment
<input type="checkbox"/>	08/05/2024		Complimentary Beverage License		08/05/2025	Active	Amendment
<input type="checkbox"/>	07/26/2024		Mixed Beverage License		07/26/2025	Active	Pay Fees Due Amendment

3 Click "Record Info"

Welcome to the ABE Commission Website!

[Add to cart](#)
[Add to collection](#)

Complimentary Beverage License

License Status: Active
Expiration Date: 08/05/2025

[Record Info](#) [Payments](#)

Work Location

Record Details

4

Click "Attachments"

License Status: Active
Expiration Date: 08/05/2025

Record Info ▾ Payments ▾

- Record Details
- Processing Status
- Related Records
- Attachments**

Record Details

Applicant:

5

Click "Add"

Record Info ▾ Payments ▾

Attachments

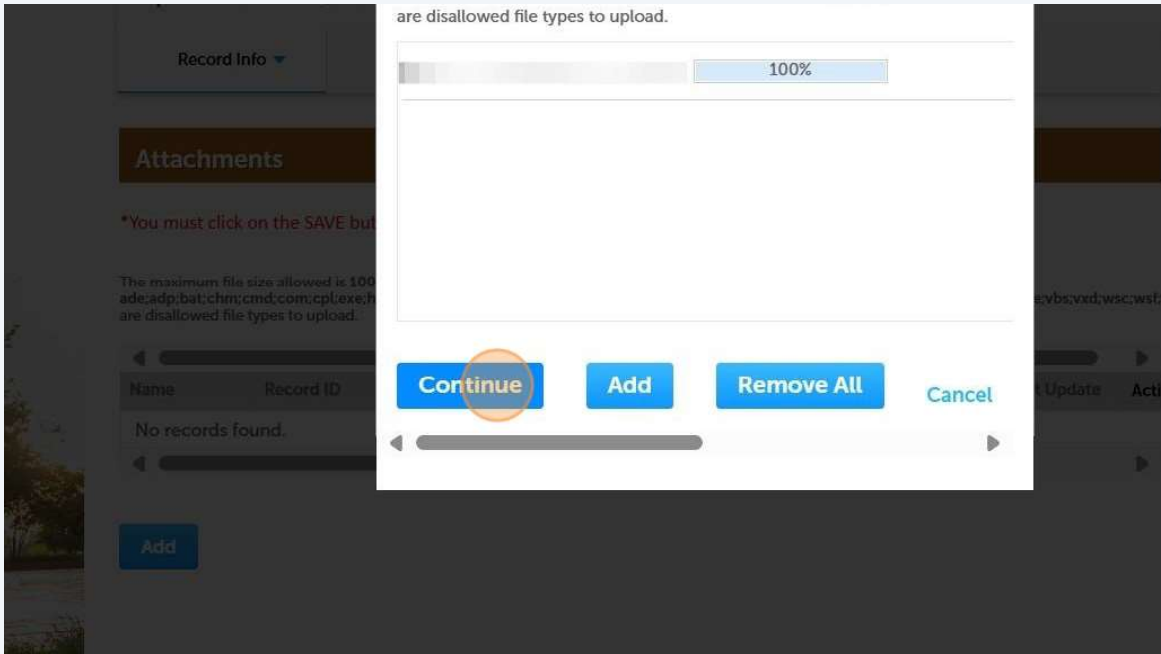
*You must click on the SAVE button at the bottom to display the uploaded documents

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.

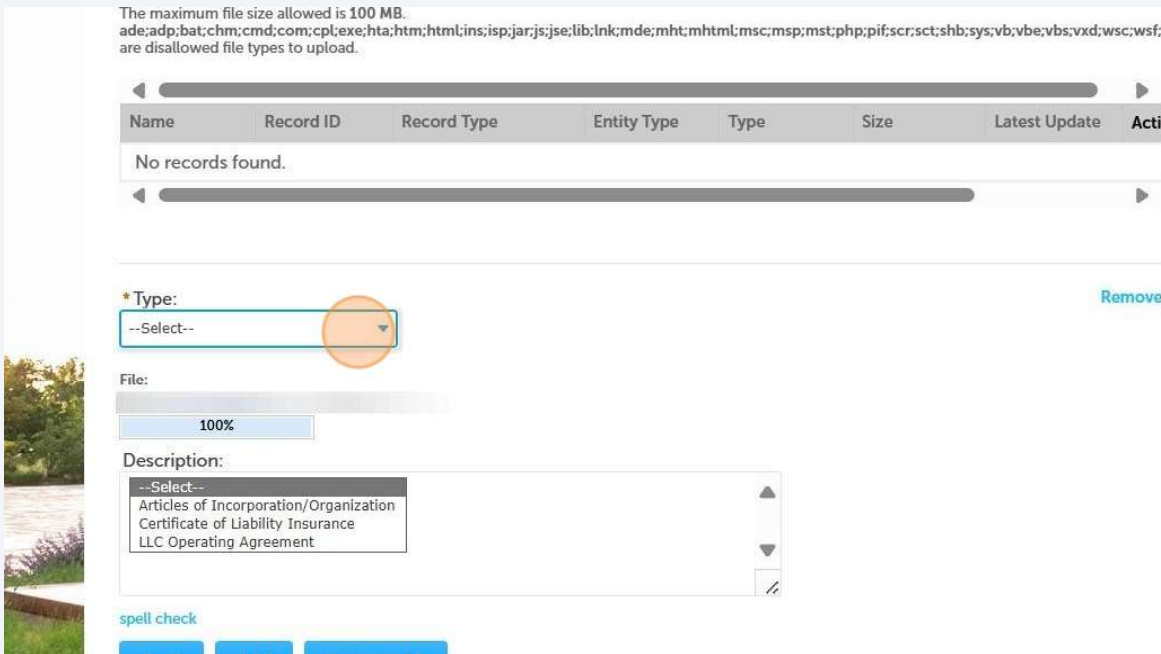
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
No records found.							

Add

6 Click add, Select a attachment and then click continue.



7 Select the attachment Type.



8

Click "Save".

The screenshot shows a web form with the following elements:

- A horizontal scrollbar at the top.
- A dropdown menu labeled "* Type:" with the selected value "LLC Operating Agreement". A "Remove" link is located to the right of the dropdown.
- A "File:" label above a progress bar showing "100%".
- A "Description:" label above a large text input area with a vertical scrollbar and a small icon in the bottom right corner.
- A "spell check" link below the text input area.
- Three buttons at the bottom: "Save" (highlighted with an orange circle), "Add", and "Remove All".