



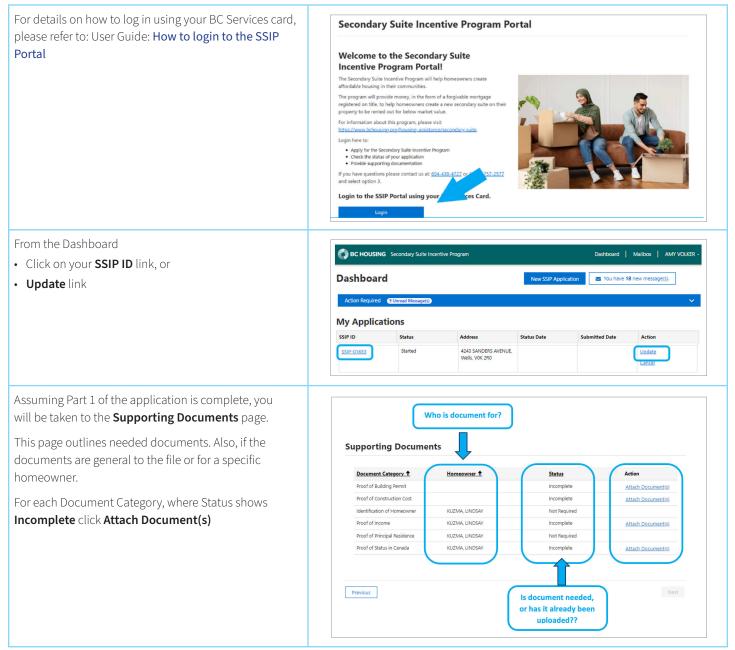
## Secondary Suite Incentive Program (SSIP) User Guide

How to upload documents

This Guide assumes you started and entered Part 1 of the SSIP Application

The SSIP User Guide: How to Create a SSIP Application includes the full process of creating a SSIP application.

## Step 1: Log in to the SSIP Portal https://www.bchousing.org/ssip



## SSIP User Guide

## How to upload documents

You are now at the upload screen.	Proof of Status in Canada
The Document Category shows at the top. If this document	Homeowner: KUZMA, LINDSAY
is for a specific homeowner, their name shows under the	Document Type *
category.	🖉 This site is private Ching specific participant on the ching specific p
<b>Note:</b> Depending on the category, the Document Type may be filled in.	To upload multiple files, hold the CTRL key and click on each filename that you want to upload. Once you have selected your files, click "Open" and then click "Submit". Supported File Types: PDF, TIF, TIFF, JPG, PNG, JPEG Common Type: PDF, TIF, TIFF, JPG, PNG, PNG, PNG, PNG, PNG, PNG, PNG, P
If Document Type is blank, click on the magnifying glass, then select the document type you are providing. Click <b>Select</b> .	Condition Phagents Condition Phagents Condit
Click <b>Choose Files</b> . Select the saved file from your computer or mobile device.	Proof of Status in Canada
<b>Note:</b> To upload multiple files, hold the CTRL key down as you select each file you wish to upload. Then click <b>Open</b> .	Homeowner: KUZMA, LINDSAY Document Type *
	Canadian Passport X Q
Click <b>Upload</b> .	To upload multiple files, hold the CTRL key and click on each filename that you want to upload. Once you have selected your files, click "Open" and then click "Submit". Supported File Types: <b>PDF, TIF, TIFF, JPG, PNG, JPEG</b> Maximum File Size: <b>10 MB</b> Attach file(s) * IChoose Files] Sample SSIP doc.pdf Upload
If you had a warning in Step 6, Document Category will	
show Supporting Documents for Warning(s).	Document Category 1 Homeowner 1 Status Action
This is <b>optional</b> .	Proof of Building Permit Provided
	Proof of Construction Cost Provided  Supporting Documents for Warning(s)  Provided
You can upload documents to support your comments for	Identification of Homeowner VOLKER, AMY Not Required Attach Document(3)
the warning. Or you can go on without uploading.	Proof of Income VOLKER, AMY Provided
Status for the Category where a document(s) is uploaded now shows as <b>Provided</b> .	Supporting Documents
If you need to re-upload documents or an incorrect	Document Category  t Homeowner  Status Action
document was uploaded. Delete by using the <b>Attach</b>	Proof of Building Permit Provided <u>Attach Document(s)</u> Proof of Construction Cost Provided <u>Attach Document(s)</u>
Documents button again.	Identification of Homeowner KUZMA, LINDSAY Not Required Proof of Income KUZMA, LINDSAY Provided Attach Document(c)
Once all required documents are uploaded, click <b>Next</b> .	Proof of Income KUZMA, LINDSAY Provided <u>Attach Document(s)</u> Proof of Principal Residence KUZMA, LINDSAY Not Required
· · · · · · · · · · · · · · · · · · ·	Proof of Status in Canada KUZMA, LINDSAY Provided <u>Attach Document(s)</u>
	Previous Next Back to Dashboard