

The background features a decorative graphic consisting of two thick, wavy lines. The top line is blue and curves downwards from the left. The bottom line is green and curves upwards from the left, meeting the blue line on the right side. The text is positioned in the white space between these two lines.

Attach documents in the
portal

1. Select the Project from the Project Grid

CenterPoint Energy

Projects

Project ID Project Name Developer Service Consultant

Apply Filter

Project ID ↓	Name	Section #	Project Status	Current Task	Country	Municipality	Zip Code
JT_0403	CNP Energy	1	In Progress	6	United States	Humble	77396
JT_0402	Resubmitted 1	1	In Progress	6	United States	Humble	77396
JT_0401	2/1/23	5	In Progress	6	United States	Splendora	77372
JT_0400	2/1/23Test	1	In Progress	6	United States	Conroe	77384
JT_0399	Test2/1/23	1	In Progress	6	United States	Cypress	77429
JT_0397	2nd Sample Gas Developer	1	In Progress	6	United States	Conroe	77385

Project Name Project ID Project Name

2. In the Developer tab select the “Upload documents” button under the chevron icon from the Project Files grid.

Associated Electric Work Orders

Work Order	Order Type	Scope	Work Order Status	Notes	Created On
There are no records to display.					

Associated Gas Work Orders

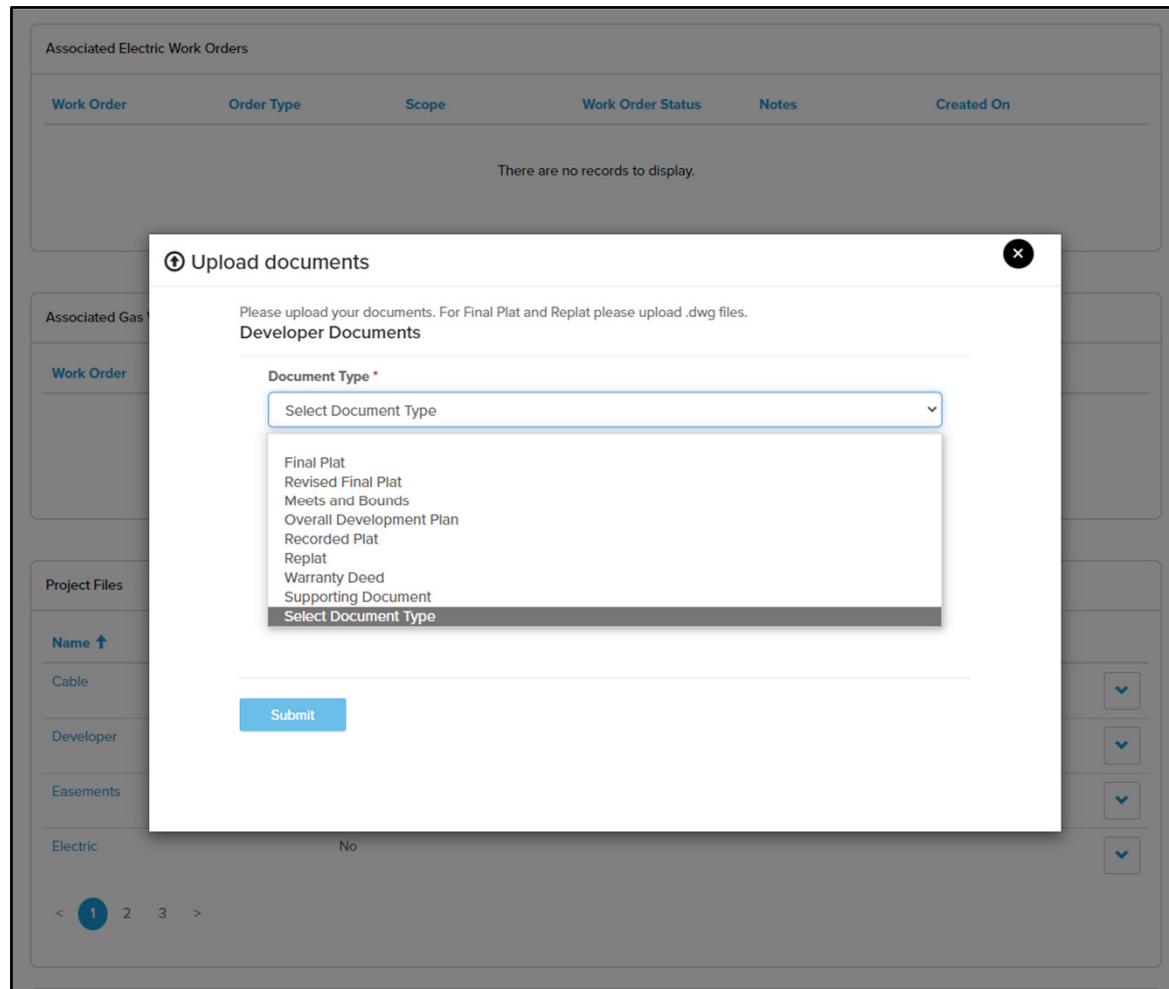
Work Order	Order Type	Scope	Work Order Status	Notes	Created On
There are no records to display.					

Project Files

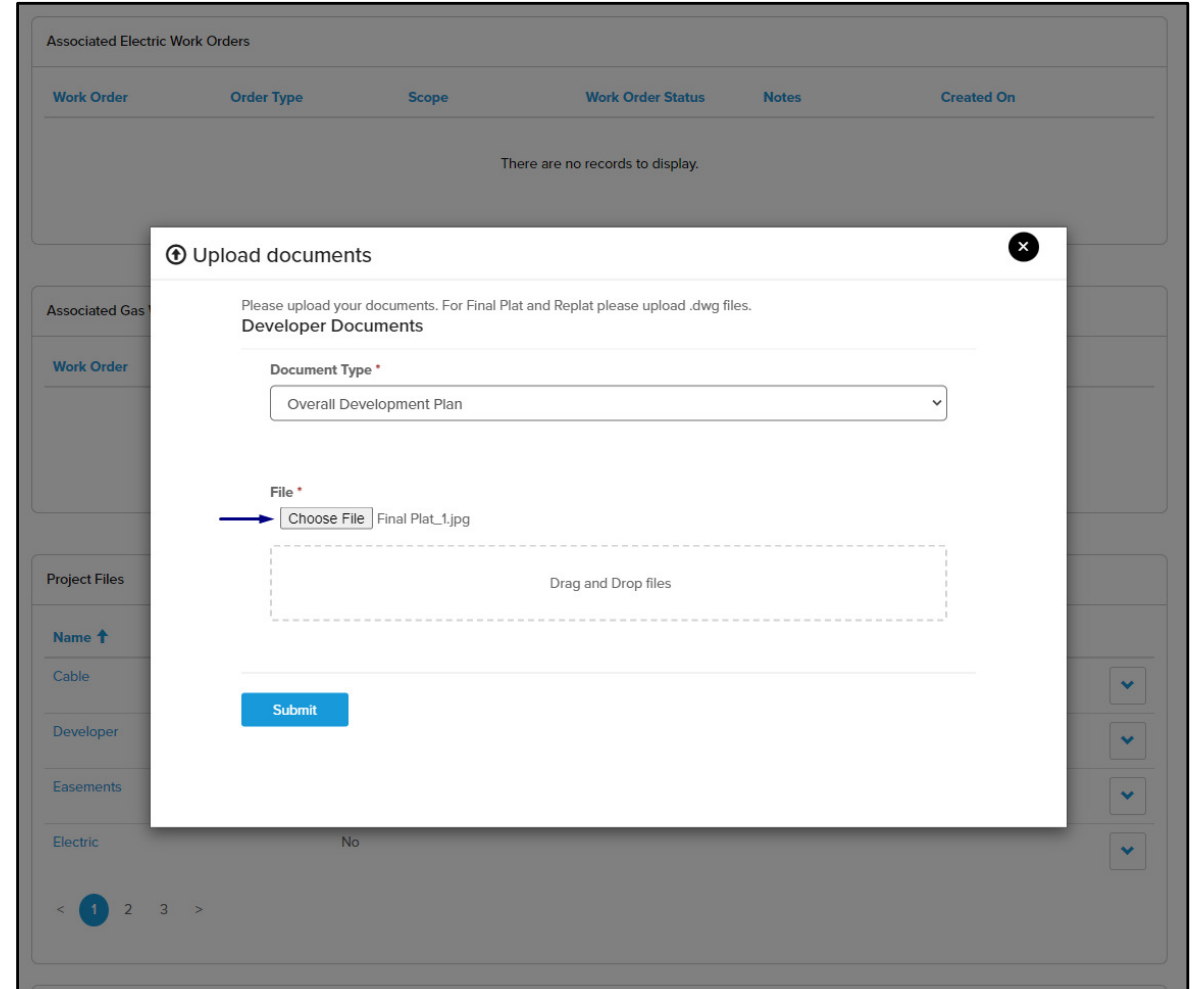
Name ↑	Attachments	Attachments description
Cable	No	
<u>Developer</u>	Yes	Final Plat; Final Plat
Easements	No	
Electric	No	

Upload documents
View existing documents

3. Select a document type.



4. Attach a file. You can drag and drop in the file section.



5. In the Developer tab select the “View existing documents” button under the chevron icon from the Project Files grid.

The screenshot shows a web interface with several sections. At the top, a message says "There are no records to display." Below this is a section for "Associated Gas Work Orders" with a table that also displays "There are no records to display." The main section is "Project Files", which contains a table with the following data:

Name ↑	Attachments	Attachments description
Cable	No	
Developer	Yes	Overall Development Plan; Final Plat; Final Plat
Easements	No	
Electric	No	

A dropdown menu is open for the "Developer" row, showing two options: "Upload documents" and "View existing documents". A blue arrow points to the "View existing documents" option.

6. Select the name of the file to download.

The screenshot shows a modal window titled "View existing documents" with a close button (X) in the top right corner. The modal contains the text "View existing files" and a table of files:

Name ↑	Modified
Final Plat_.xml (1 KB)	2/3/2023 10:10 AM
Final Plat_1.xml (1 KB)	2/3/2023 10:10 AM
Overall Development Plan_.jpg (63 KB)	2/3/2023 10:40 AM

The "Overall Development Plan_.jpg" file is highlighted in blue. The background of the main application is dimmed, showing the "Developer" tab selected in the left sidebar.