my.WOODDALE.com Self Service Portal
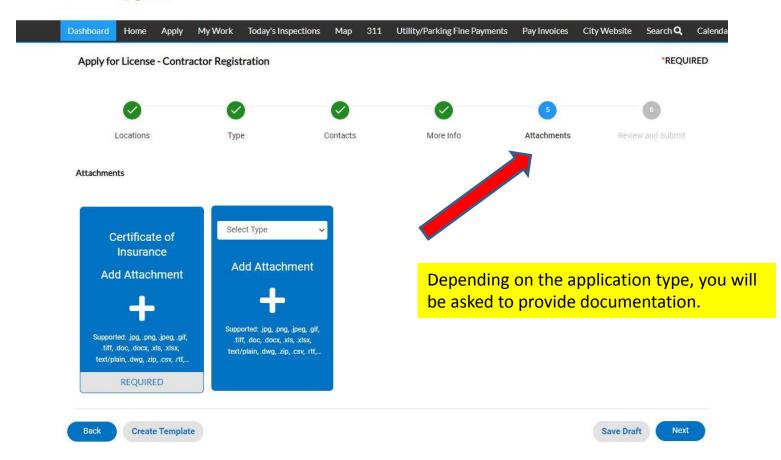
Attaching Documents

https://my.wooddale.com
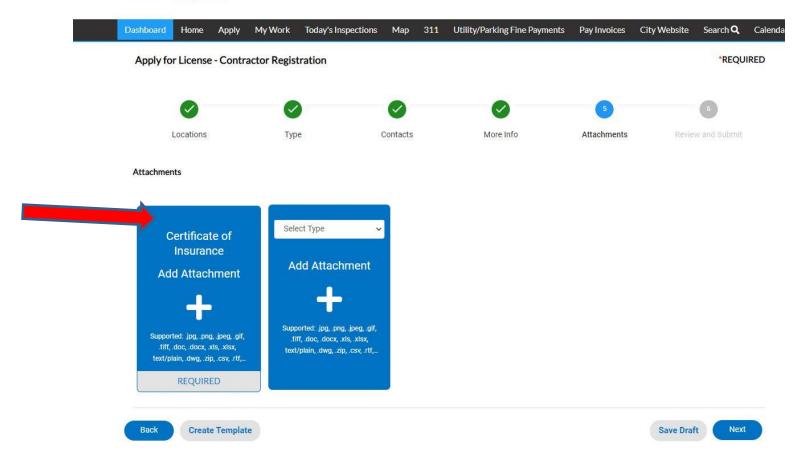
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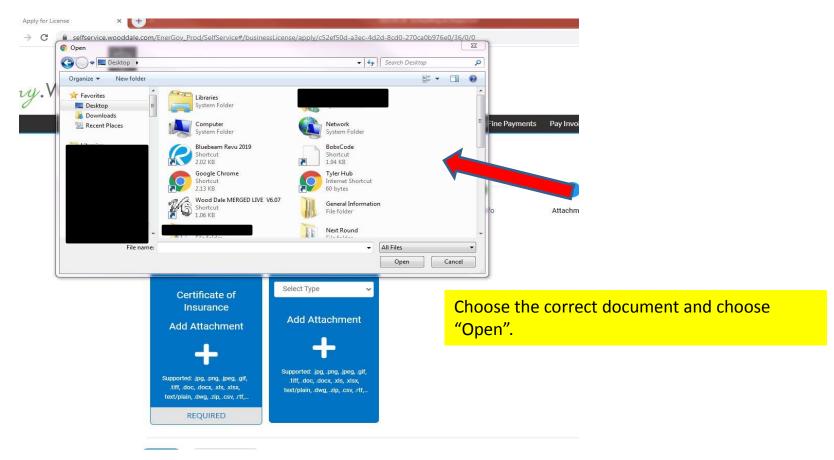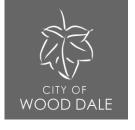**After logging in and starting the appropriate application, you will come to an "Attachments" screen.**

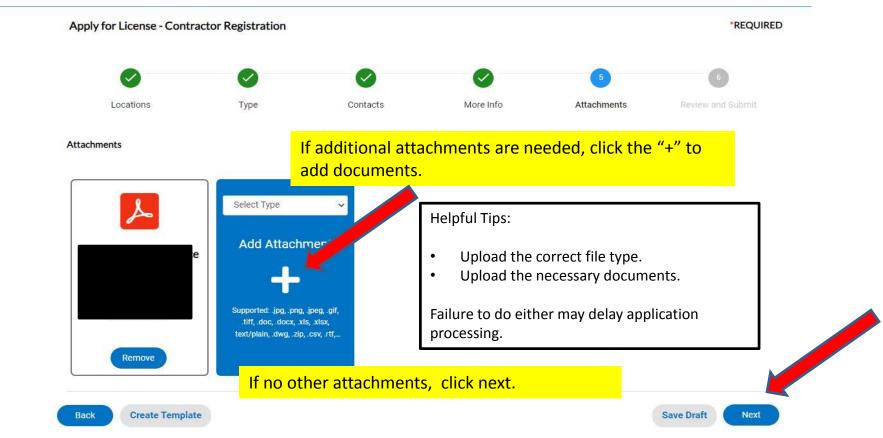**Click on the appropriate attachment type.**

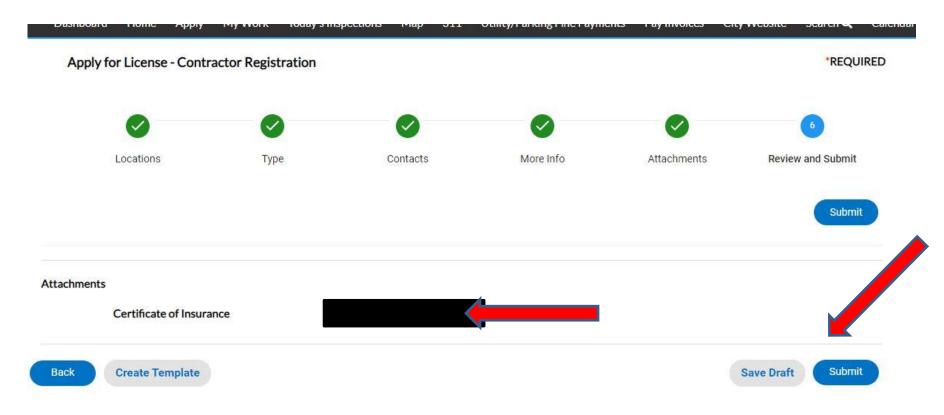Choose the correct document and choose "Open".

After selecting the "+" sign, a pop-up will appear for you to choose the appropriate document.

Review the attached documents. If additional documents should be added click on the "+". If no other documentation is needed, click "Next".

Review submittal. Summary of attached documents will be at the bottom. Click "Submit" to submit application.

✅ **Your application was successfully submitted!**

You application has been submitted and pending review.

Continue to license

Application has been successfully submitted.

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Questions or need additional assistance? Contact the Community Development at **(630) 766-5133**.