

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>

For details on how to log in using your BC Services card, please refer to: User Guide: [How to login to the SSIP Portal](#)

From the Dashboard

- Click on your **SSIP ID** link, or
- **Update** link

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01653	Started	4243 SANDERS AVENUE, Wells, V0K 2R0			Update Cancel

Assuming Part 1 of the application is complete, you will be taken to the **Supporting Documents** page.

This page outlines needed documents. Also, if the documents are general to the file or for a specific homeowner.

For each Document Category, where Status shows **Incomplete** click **Attach Document(s)**

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Incomplete	Attach Document(s)
Proof of Construction Cost		Incomplete	Attach Document(s)
Identification of Homeowner	KUZMA, LINDSAY	Not Required	
Proof of Income	KUZMA, LINDSAY	Incomplete	Attach Document(s)
Proof of Principal Residence	KUZMA, LINDSAY	Not Required	
Proof of Status in Canada	KUZMA, LINDSAY	Incomplete	Attach Document(s)

You are now at the upload screen.

The Document Category shows at the top. If this document is for a specific homeowner, their name shows under the category.

Note: Depending on the category, the Document Type may be filled in.

If Document Type is blank, click on the magnifying glass, then select the document type you are providing. Click **Select**.

Click **Choose Files**. Select the saved file from your computer or mobile device.

Note: To upload multiple files, hold the CTRL key down as you select each file you wish to upload. Then click **Open**.

Click **Upload**.

If you had a warning in Step 6, **Document Category will show Supporting Documents for Warning(s)**.

This is **optional**.

You can upload documents to support your comments for the warning. Or you can go on without uploading.

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Provided	▼
Proof of Construction Cost		Provided	▼
Supporting Documents for Warning(s)		Provided	▼
Identification of Homeowner	VOLKER, AMY	Not Required	Attach Document(s)
Proof of Income	VOLKER, AMY	Provided	▼

Status for the Category where a document(s) is uploaded now shows as **Provided**.

If you need to re-upload documents or an incorrect document was uploaded. Delete by using the **Attach Documents** button again.

Once all required documents are uploaded, click **Next**.

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Provided	Attach Document(s)
Proof of Construction Cost		Provided	Attach Document(s)
Identification of Homeowner	KUZMA, LINDSAY	Not Required	
Proof of Income	KUZMA, LINDSAY	Provided	Attach Document(s)
Proof of Principal Residence	KUZMA, LINDSAY	Not Required	
Proof of Status in Canada	KUZMA, LINDSAY	Provided	Attach Document(s)