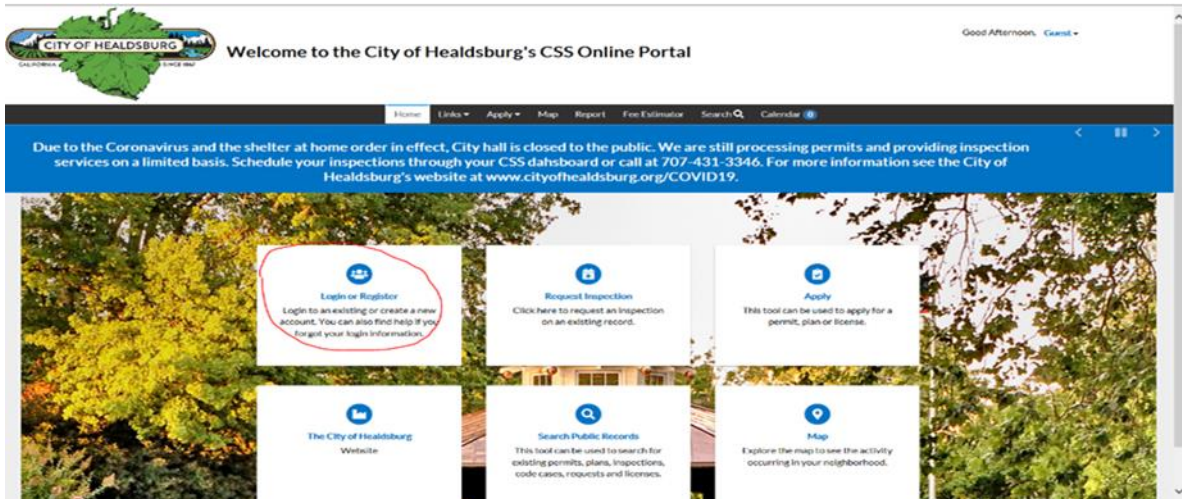


# Viewing Attachments in CSS

1. Access the CSS website by going to <https://healdsburgca-energovpub.tylerhost.net/Apps/SelfService#/home>
2. Click the **Login or Register** tile located in the first position on the first rows of tiles.



3. Log into the system utilizing your username and password and click **Log In**

## Log In

\* Username

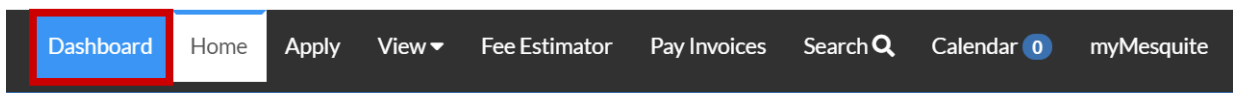
\* Password

Remember Me

**Log In**

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

4. Click on **Dashboard**



5. In the **My Permits** or **My Plans** sections, there are two areas where can locate information on the Inspection(s) tied to your permits
  - a. **Attention** – Permits that require your attention
  - b. **Active** – All permits that have been issued

### My Permits

<b>Attention</b> <span style="font-size: 2em; color: red;">23</span>	<b>Pending</b> <span style="font-size: 2em; color: blue;">38</span>	<b>Active</b> <span style="font-size: 2em; color: blue;">22</span>	<b>Draft</b> <span style="font-size: 2em; color: blue;">0</span>	<b>Recent</b> <span style="font-size: 2em; color: blue;">37</span>																								
<table border="0"> <tr><td>Building-Residenti...</td><td style="text-align: right;">4</td></tr> <tr><td>Commercial Certi...</td><td style="text-align: right;">3</td></tr> <tr><td>Other</td><td style="text-align: right;">16</td></tr> </table>	Building-Residenti...	4	Commercial Certi...	3	Other	16	<table border="0"> <tr><td>Concert</td><td style="text-align: right;">9</td></tr> <tr><td>Building-Residenti...</td><td style="text-align: right;">5</td></tr> <tr><td>Other</td><td style="text-align: right;">24</td></tr> </table>	Concert	9	Building-Residenti...	5	Other	24	<table border="0"> <tr><td>Fire Alarm System</td><td style="text-align: right;">5</td></tr> <tr><td>Residential Police ...</td><td style="text-align: right;">3</td></tr> <tr><td>Other</td><td style="text-align: right;">14</td></tr> </table>	Fire Alarm System	5	Residential Police ...	3	Other	14		<table border="0"> <tr><td>Concert</td><td style="text-align: right;">9</td></tr> <tr><td>Fire Alarm System</td><td style="text-align: right;">8</td></tr> <tr><td>Other</td><td style="text-align: right;">20</td></tr> </table>	Concert	9	Fire Alarm System	8	Other	20
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Other	20																											

[View My Permits](#)

### My Plans

<b>Attention</b> <span style="font-size: 2em; color: red;">13</span>	<b>Pending</b> <span style="font-size: 2em; color: blue;">33</span>	<b>Active</b> <span style="font-size: 2em; color: blue;">0</span>	<b>Draft</b> <span style="font-size: 2em; color: blue;">0</span>	<b>Recent</b> <span style="font-size: 2em; color: blue;">29</span>																
<table border="0"> <tr><td>Plat</td><td style="text-align: right;">9</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">4</td></tr> </table>	Plat	9	Special Exception	4	<table border="0"> <tr><td>Plat</td><td style="text-align: right;">25</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">6</td></tr> <tr><td>Other</td><td style="text-align: right;">2</td></tr> </table>	Plat	25	Special Exception	6	Other	2			<table border="0"> <tr><td>Plat</td><td style="text-align: right;">21</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">6</td></tr> <tr><td>Other</td><td style="text-align: right;">2</td></tr> </table>	Plat	21	Special Exception	6	Other	2
Plat	9																			
Special Exception	4																			
Plat	25																			
Special Exception	6																			
Other	2																			
Plat	21																			
Special Exception	6																			
Other	2																			

[View My Plans](#)

6. Click on the **Active** or **Attention** tile
7. Locate the permit you would like to view attachments on; these will mainly be for those that show an **Active** status.
  - a. Click on the Permit/Plan Number

### My Permits


Q  
 Exact Match

Display Active Select Case Type   Export Sort Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
FDP1219-1235		711 N GALLOWAY AVE MESQUITE, TX 75149	Fire Alarm System	Active, Recent	
PR0919-4538		3541 ANTILLES DR MESQUITE, TX 75150	Plumbing - Residential Addition/Remodel	Active, Attention	Failed Inspections
PR1217-1166		801 DARNEL LN MESQUITE, TX 75149	Plumbing - Residential Addition/Remodel	Active	

8. After you have clicked on the **Permit Number**, you will be launched into the Permit dashboard screen

a. Click on Attachments

Permit Number: PR1217-1166 

• Internet Explorer 11 is required to use the eReviews portal.


Permit Details | Tab Elements | Main Menu

Type: Plumbing - Residential Addition/Remodel      Status: Awaiting Payment      Project Name:

Summary   Locations   Fees   Reviews   Inspections   eReviews   **Attachments**   Contacts   Sub-Records   Holds   Meetings

More Info

### Progress



15% Completed

- Completed
- In Progress
- Not Started

### Workflow


- Collect Fees - Passed : 12/19/2017
- Final Plumbing - Passed : 12/20/2017
- Water Service - Requested
- Plumbing Rough -
- Sewer -
- Leave Out -
- Grease Trap -
- Plumbing Above Ceiling -
- P-Trap -

### Available Actions

- Request Inspection  
INSP Sewer - BI      [Request](#)
- Request Inspection  
INSP Shower Pan - BI      [Request](#)
- Request Inspection  
INSP Top Out - BI      [Request](#)
- Request Inspection  
INSP Roof Drains - BI      [Request](#)
- Request Inspection  
INSP P-Trap - BI      [Request](#)

9. Under **Attachments**, you will be able to see all attachments that are available for you to view.

a. To open the attachment, click on the **Blue** verbiage on the attachment

Permit Number: PR1217-1166 

• Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu


Type: Plumbing - Residential Addition/Remodel      Status: Awaiting Payment      Project Name:

Summary   Locations   Fees   Reviews   Inspections   eReviews   **Attachments**   Contacts   Sub-Records   Holds   Meetings

More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort: Needs Action



Attachment

[PM\\_COM\\_BI\\_Building\\_Permit\\_19-12-2017\\_08-18-10.pdf](#)

Uploaded: 12/19/2017

Click arrow to get back to Table of Contents

