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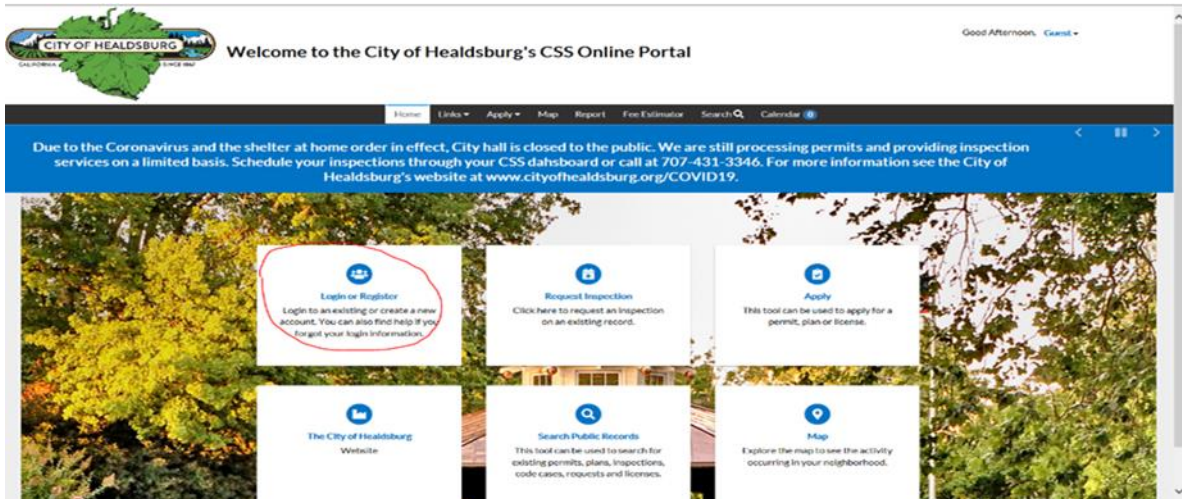
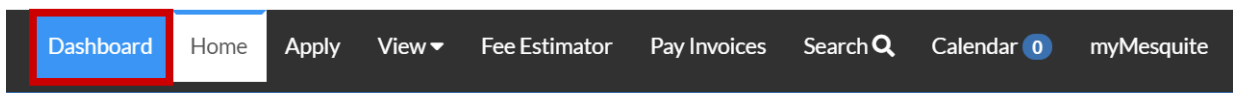3. Log into the system utilizing your username and password and click **Log In**

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

Attention	Pending	Active	Draft	Recent
23	**38**	**22**	**0**	**37**
Building-Residenti... 4	Concert 9	Fire Alarm System 5		Concert 9
Commercial Certi... 3	Building-Residenti... 5	Residential Police... 3		Fire Alarm System 8
Other 16	Other 24	Other 14		Other 20

▸View My Permits

My Plans

Attention	Pending	Active	Draft	Recent
13	**33**	**0**	**0**	**29**
Plat 9	Plat 25			Plat 21
Special Exception 4	Special Exception 6			Special Exception 6
	Other 2			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

Search for permit number, project, or address 🔍

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

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

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