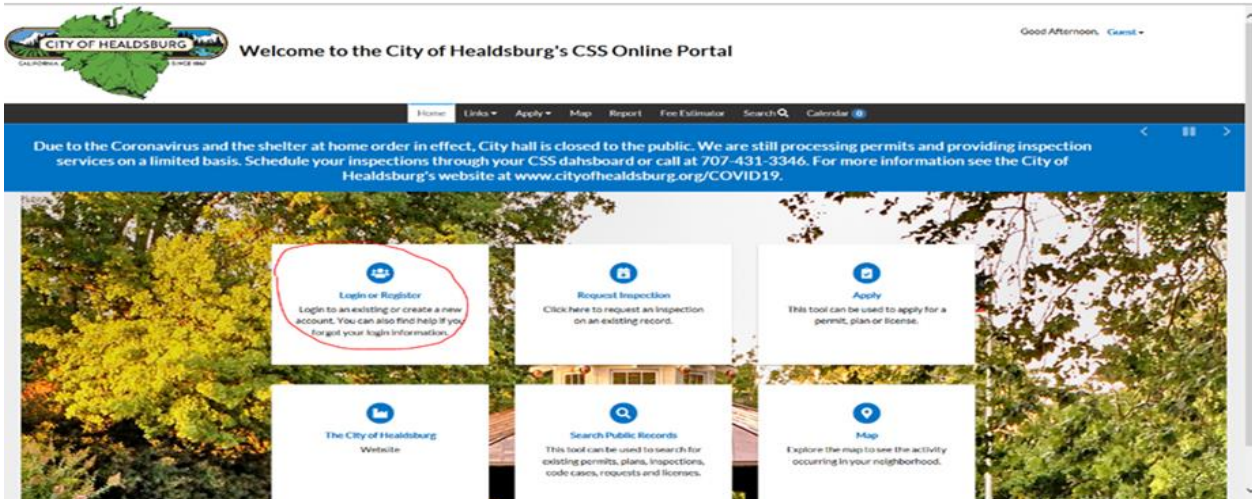


CSS Dashboard Overview

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](#)

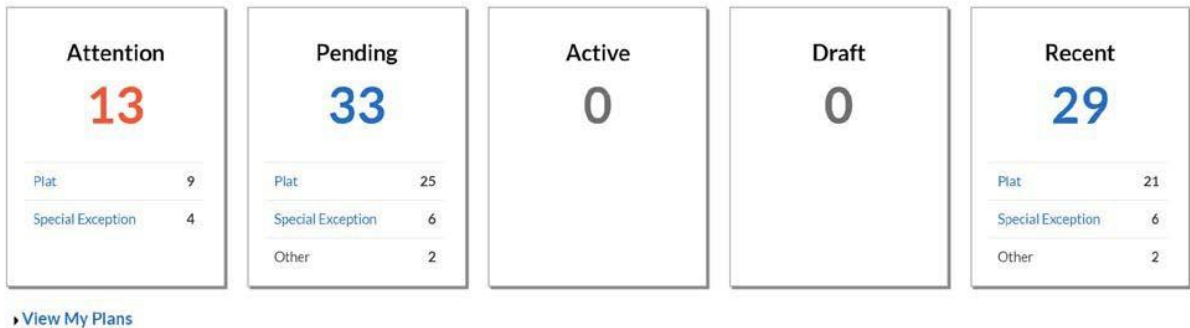
4. Click on **Dashboard**

5. **My Permits** and **My Plans** sections are broken down in the same order and perform the same.
 - a. **Attention** – Permits/Plans that require your attention
 - i. Failed Inspection
 - ii. Reviews that require Resubmittal
 - iii. Expired Permits/Plans
 - b. **Pending** – Permits/Plans that have just been applied for, and are still under review
 - c. **Active** – Permits/Plans that have been issued
 - i. You can request inspections on these permits
 - ii. Inspections that may have failed could be found here, also
 - iii. Find your documents that can be printed
 - d. **Recent** – All recent Permits/Plans that you have applied for

My Permits



My Plans



My Inspections

Requested	Scheduled	Closed
5	18	21
Fire Acceptance... 2	Fire Acceptance... 7	Rental Certifica... 6
Energy Rough 1	Fire CO Inspecti... 2	Final Building 3
Other 2	Other 9	Other 12

[View My Inspections](#)

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 0	\$0.00	Add To Cart

[View My Invoices](#)

6. **My Inspections** section is broken down in the following order:
- Requested** – Shows all your Inspections that you have requested
 - Scheduled** – Once the Inspector has scheduled an Inspection; it will move from the requested section to this section.
 - Closed** – Once the Inspection is completed; it will move to this section.

My Inspections

Requested	Scheduled	Closed
5	18	21
Fire Acceptance... 2	Fire Acceptance... 7	Rental Certifica... 6
Energy Rough 1	Fire CO Inspecti... 2	Final Building 3
Other 2	Other 9	Other 12

[View My Inspections](#)

7. **My Invoices** section is broken down in the following order:
- Current** – Invoice amounts that are currently due will show here
 - Past Due** – Invoice amounts that are past due will show here
 - Total** – Invoice amounts for both current and past due will show here

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 0	\$0.00	Add To Cart

[View My Invoices](#)

8. **My Licenses** section is for any Professional Licenses that you applied for and is broken down in the following order:
 - a. Each License will be listed out in their tile
 - i. The large number in blue, the example below is **309**. This is the number of days until the license expires.

My Licenses

<p>Expires in</p> <p>309</p> <hr/> <p>Melissa</p> <hr/> <p>No. HO-002300-2017</p> <hr/> <p>Type Homeowner</p>	<p>Expires in</p> <p>999+</p> <hr/> <p>Melissa</p> <hr/> <p>No. GC-008330-2019</p> <hr/> <p>Type General Contractor</p>	<p>Draft</p> <p>0</p>
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▶ [View My Licenses](#)