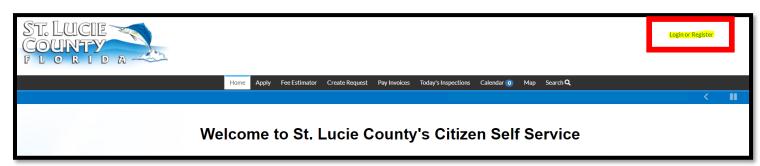


- 1. Go to the Citizen Self Service Site
- 2. Register or Log In (See Customer Self Service (CSS) Site Registration for guide):

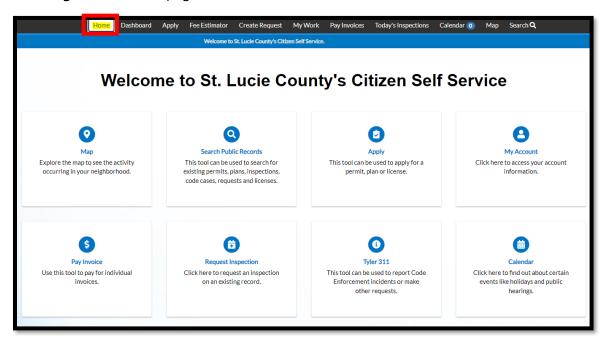


Use one of the following options to **Register** or **Log In**:

Sign in to community access services.	
G Sign in with Google	
Sign in with Apple	Option 1: Sign in with Google,
Sign in with Microsoft	Apple, Microsoft t or Facebook
Sign in with Facebook	
OR	-
Email address	
Password	
Remember me	
Sign in	
Forgot password? Unlock account? He	
Don't have an account? Sign up	Option 2: Sign up and create an account la activation email with confirmation emai



3. Home Page – The Home page includes 8 shortcuts to different features on the site.

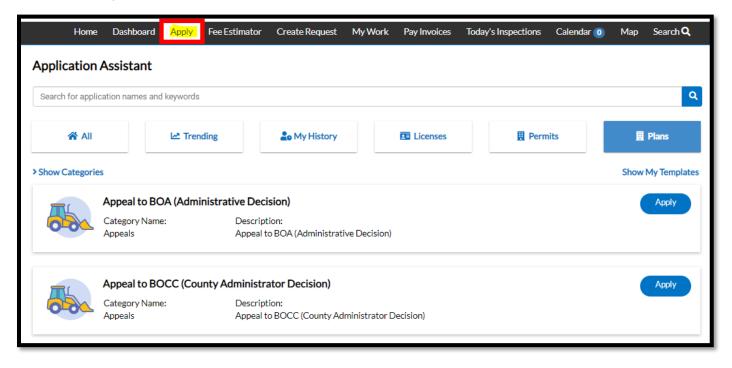


4. **Dashboard** – The Dashboard provides an overview of the user's Permits, Plans, Inspections, Invoices and Licenses.

Home	Apply Fee Estimator	Create Request My Work	Pay Invoices Today's Inspection	ns Calendar 💽 Map Search 🔍
	Welcome to St.	Lucie County's Citizen Self Service.		
My Permits				
Attention	Pending	Active	Draft	Recent
0	1	0	0	1
	Building Residential 1			Building Residential 1
• View My Permits My Plans				
Attention	Pending	Active	Draft	Recent
0	3	0	0	3
	Class A Mobile Hom 1			Class A Mobile Hom 1
	Minor Site Plan - Mi 1			Minor Site Plan - Mi 1
	Pre Application Me 1			Pre Application Me 1
• View My Plans				



5. **Apply**- Allows users to search and apply for applications for Licenses, Permits and Plans (See *Citizen Self Service Apply for Plans Guide*)

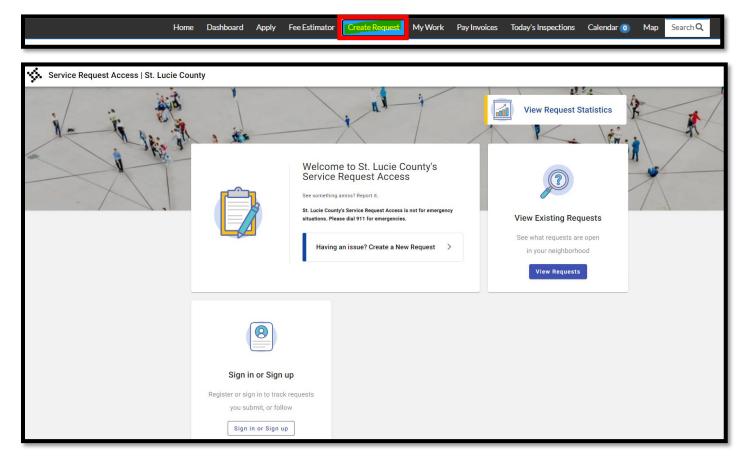


6. Fee Estimator- Allows users to estimate Permit and Plan Case Fees before applying.

Home	Dashboard	Apply	Fee Estimator	Create Request	My Work	Pay Invoices	Today's Inspections	Calendar 🧿	Map	Search <b>Q</b>
Fee Estimator										
Permit					Plan					
		stimate Pe	armit Fees				Estimate Plan Fe	es		



7. Create Request- The Service Request Access is used to create Code and Contractor Complaints.

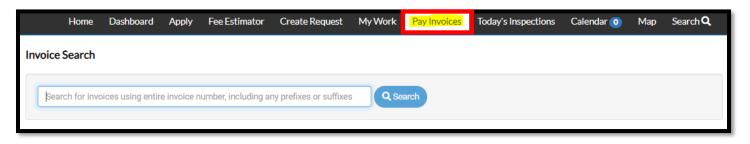


8. **My Work**- This page provides a detailed listing of the user's invoices, permits, plans and licenses that can be filtered by column or exported to Excel for further customization.

	Home	Dashboard	Apply	Fee Estimator	Crea	ate Request	My Work	Pay Invoices	s Today's Inspections	Caler	ıdar 🧿	Map	Search <b>Q</b>
My	Work												
N	MY INVOICES	MY PERM	IITS	MY PLANS	MYLI	CENSES							
Sea	arch												Q
Ad	dd to Cart Dis	olay Unpaid	✓ for	All Invoices		~						🕅 E:	kport to Excel
	Invoice Numb	er	Amour	nt Due 🛛 🔻	Du	e <b>T</b>	Status	T	Case Number	T	Address		T



9. Pay Invoices - Invoices can be searched by invoice number and payment can be submitted.



10. **Today's Inspections**- Provides a listing of inspections by a singular calendar date which may also be sorted.

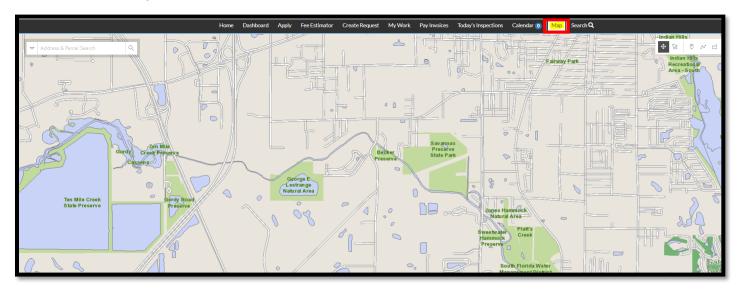
	Hon	ne C	Dashboard	Apply	Fee Estimator	Create Request	My Work	Pay Invoices	Today's In	nspections	Calendar 🧿	Мар	Search <b>Q</b>
Today's	Insp	ection	s						s	Search for Case	e Number, inspe		, Addre: Q Exact Match 🗆
*Da	te	03/01/	2022			] Exclude Completed	i				Sort	Case Num	ber 🗸
View I	nspect	tion	Case Number	Case Type	Inspection Type	Address	Primar Inspect		Estimated Start Time	Estimated End Time		Statu	s Order
No records	to displ	ay.											

11. **Calendar**- Calendar of events in a Calendar format of public meetings, hearings, expiration dates, and due dates which can be filtered and is color-coded with a legend on the left side of the page.

		Home Dashboard	Apply Fee Estimator	Create Request My Wor	k Pay Invoices	Today's Inspections	Calendar 🗿	Map Search <b>Q</b>				
Calendar Events						-						
	March 2022 Month Week Day											
	Sunday	Monday	Tuesday	Today Wednesday	> Thursday	,	Friday	Saturday				
Filter By  Public Hearings  Public Meetings  Holidays Closed  Filter By  Filt	27	28	1	2	3	4		5				
Licenses Expired     Invoices Due	6	7	8	9	10	11		12				



12. **Map**- The interactive map allows users to search parcels or addresses within the county and create applications straight from the parcel.



13. Search- Searches the county's public records with keywords or addresses.

	Home	Dashboard	Apply	Fee Estimator	Create Request	My Work	Pay Invoices	Today's Inspections	Calendar 🧿	Map <mark>Sea</mark>	arch Q		
Public Ir	Public Information												
Search	All	<ul><li>✓ for</li></ul>	Search	public records wit	Exact Phrase 🗸	Q Search	Reset						