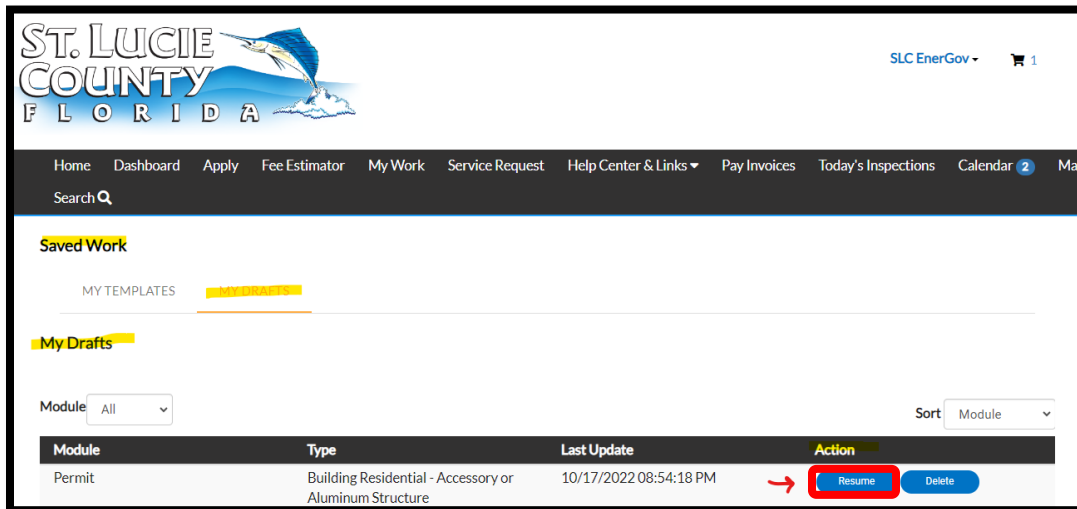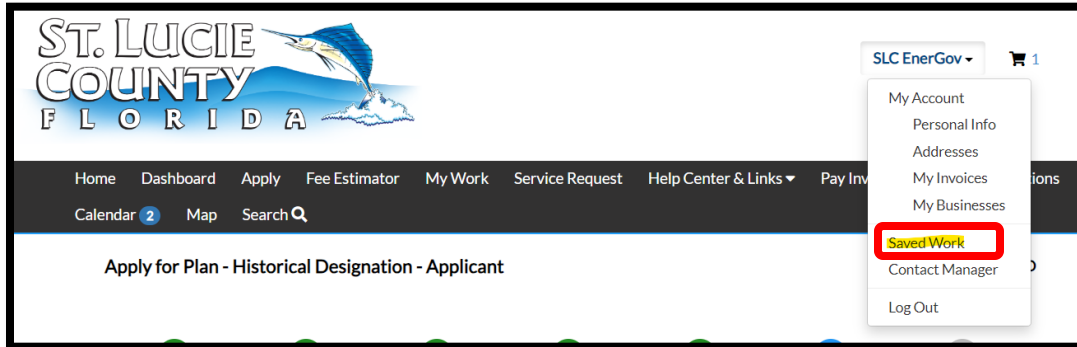**St. Lucie County Florida**

Citizen Self Service (CSS) File Upload Tips
Purpose: To provide tips on how to best prepare for file uploads.

1. Before uploading files click on the **Save Draft** button to save progress.

Save Draft

   a. The saved projects are located under the saved work button in the account name drop down.

2. **Close all other internet tabs** and **all applications** opened on the PC. Only keep EnerGov open. This will speed up the upload process and reduce occurrences of upload errors.

3. Ensure the file you are attempting to upload is a **supported file type**.

4. Please make sure you do not upload **locked PDF files** as this will create a delay in processing.

Please contact Planning & Development at 772-462-2822 if you continue to have issues uploading your files.