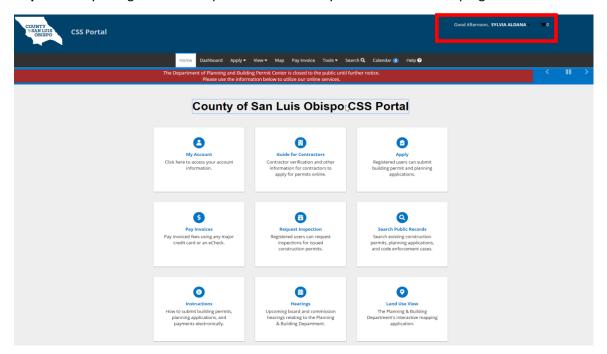# Attaching Documents to a Permit in Citizen Self Service Portal (CSS)

The following is a detailed process on attaching plans and supporting documents through the Citizen Self Service Portal. (CSS)

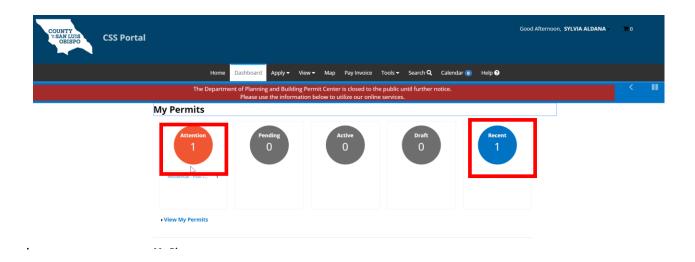Citizen Self Service Portal link: https://energov.sloplanning.org/EnerGov_Prod/SelfService#/home

When attaching a document via CSS you will need to be properly logged in to CSS and have the project associated permit number.

Step 1: Once you log into the CSS portal. You will see your user ID on the top right of the window.
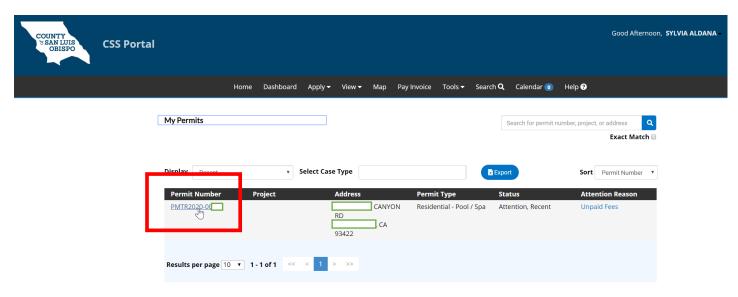

Step 2: On the title bar click on **Dashboard,** this will take you to the page where you able to see the permit(s) that need your Attention, are Pending, Active, Drafts and Recent. Click on the Attention or Recent circle to look for the permit(s) that you need to upload the plans and documentation to.

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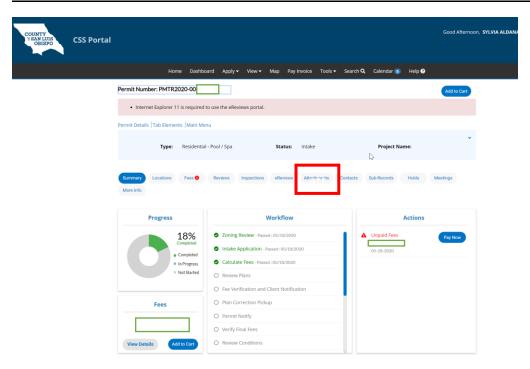PAGE 1 OF 3

Attaching Documents in CSS

Step 3: Once you have clicked on the circle titled **Attention,** you will be directed to a page that will list the permit(s) that have issues to be addressed. You will need to select the proper permit number for the project which was included in the email for the Land Use Tech:

Step 4: After clicking on the permit number, the overview permit page will open. In the middle of the page you will be able to see middle tabs, click on the tab that is titled **Attachments,** to upload the plans.

Attaching Documents in CSS

Step 4: You add the plans and/or documentation by clicking on the plus sign (+) in the blue square or dragging and dropping the plans in the blue square. Once you have added all the plans and documentation, click on the **SUBMIT** button on the bottom right hand corner of the page.

*Note: Please use the proper naming conventions for the plans and supporting documentation. After you attach the documents, you will not be able to see them uploaded until later in the review/approval process. Upload the documents only once.