

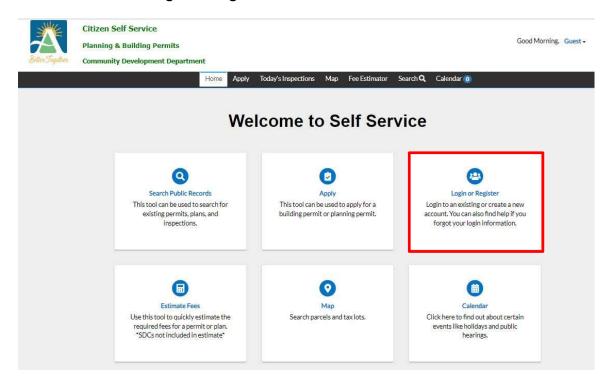
# **City of Ashland Community Development Department**

51 Winburn Way • Ashland, OR 97520 Phone (541) 488-5305 • Fax (541) 488-6066

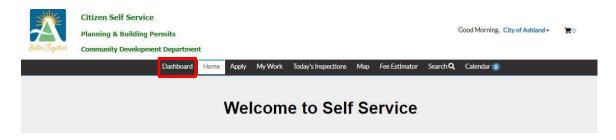
Email: Building@ashland.or.us / Planning@ashland.or.us

# Citizen Self Service: Dashboard Overview

- If you are not logged into your CSS account, begin the process by logging in from the <u>City of Ashland CSS Homepage</u>
- 2. Click on the Login or Register tile box



3. Click on Dashboard



- 4. **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 recently applied for and still under review by City staff
  - c. Active: Permits/Plans that have been issued
    - i. You can request inspections on these permits
    - ii. Inspection results can also be found here
  - d. Recent: All recent Permits/Plans that you have applied for



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## My Permits



#### My Plans



- 5. My Inspections section is broken down in the following order:
  - a. Requested: Shows all the inspections that you have requested
  - b. **Scheduled**: Once the Inspector has scheduled the inspection, it will move from Requested to Scheduled
  - c. Closed: Once the inspection is completed, it will move to this section

## My Inspections



View My Inspections



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

## My Invoices

Current	\$0.00
Past Due O	\$0.00
Total	\$0.00

View My Invoices