How to Navigate the My Items Tab

This is the tab where you will have access to view applications that you have applied for.

Locate and click on the module in which you have applied. It will expand and show all of your active applications.

1. If you wish to view more details about an application, click the blue, hyperlinked Reference Number. This will take you to a more detailed page about that application where you can find fees paid or fees owing, review status and review comments, inspections, documents available, and more.

2. If there are any outstanding fees or submittal items, a button indicating such will be available below the reference number. You can select the “Pay Fees” or “Upload Submittals” button and be directed to the page where you will perform those actions.
   a. You can also find any outstanding fees or submittal items by clicking on the blue, hyperlinked Reference Number, as mentioned in step 1.