

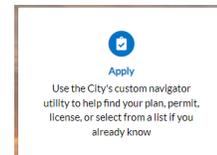


Civic Access gives customers a couple different methods for finding online applications.

I Know What to Select

The Application Assistant is the search page for finding your application if you already know which application to complete.

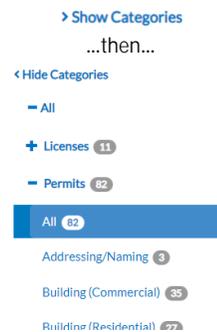
1. Click the Apply tile on the Home page, or select the Apply menu option



2. If you see the following question “Do you need help getting started?” select No



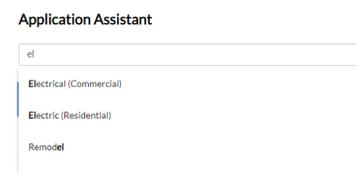
3. OPTIONAL – Clicking the Show Categories link will unhide categories that can be expanded to further divide online applications into their appropriate subheadings. Clicking these items will display available applications in the results window.



4. OPTIONAL – Selecting one of the tabs at the top will display all applications for that main category



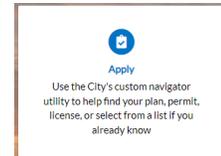
5. If you know the name of the application, simply typing in the search box will reveal an auto populated drop-down that allows for selecting results containing the letters typed



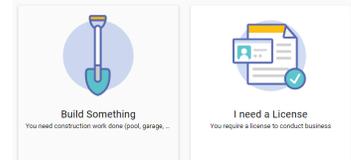
Help Me Select

If you are not exact certain which application you need to complete, the city's custom navigator utility can assist you with locating that application by answering a series of guided questions.

1. Click the Apply tile on the Home page, or select the Apply menu option



2. Continue clicking tiles or providing answers to the questions



3. When you have provided the necessary answers for the utility to determine your application needs, you will be either:
 - a. Presented with a page explaining your potential application(s) that need to be filled out
 - b. Automatically refreshed to the application desired
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If you have any questions or still have issues finding your application, please contact the Planning and Zoning Department at (561) 799-4243 for further assistance.
