



To accommodate those customers who may have extraordinarily long online applications, Civic Access grants city customers the ability to save your work as a draft. This will allow you to log back into the system later to complete the application. Additionally, the system can create templates based on a previously completed application. See the appropriate guide in our Civic Access series for more information.

How to save as a draft

1. During the course of an application, on any step click the Save Draft button at the bottom

2. You should receive a Success message if everything was completed correctly.

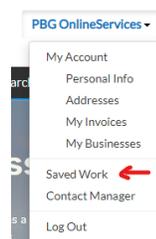
Success

Save has been successful.

3. Click Close

Continue with your application

1. On any page with Civic Access, select the Saved Work option from the profile drop-down menu located in the upper right side of the screen

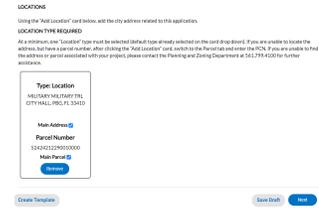


2. Select the My Drafts tab

3. In the My Drafts results section, click the Resume button



- Civic Access will refresh the screen back to the first step of the application

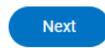


- Click through each step to verify information is correct

- Even if you had previously completed the signature page, loading from a draft will require this page to be filled in again



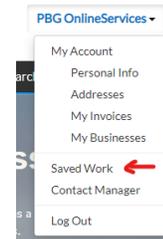
- Click Next, complete any remaining steps of the application, and don't forget to pay any fees if applicable



Remove Existing Drafts

If you no longer wish to retain a previously saved draft, follow these steps to remove that draft from your saved work

- On any page with Civic Access, select the Saved Work option from the profile drop-down menu located in the upper right side of the screen



- Select the My Drafts tab

MY DRAFTS

- From the results section of the page, find the draft you wish to remove, and click the Delete button

