How to apply for a Secondary permit under an active Primary permit via the CSS website

Step 1. Visit - https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home and user will be navigated to the CSS Website Home Page
Step 2. **Log in** to the CSS website, using login credentials:

(Note: If you don’t have a sign in please go ahead and register your email and create a profile.)

Step 3. **Select the Search Icon**
Step 4. Input the Permit Number then hit Search

Step 5. The Permit number will be displayed and then Select the number
Step 6. User will be navigated to Summary Page for the Permit

Step 7. Select the Sub-Records Tab
**Step 8.** User/Sub-Contractor will have the option to **Apply** for any of the Sub task

![Image of Permit Application](image1)

**Step 9.** Once the Sub Task has been selected, the user will be navigated to the **Location Screen** – Select **Next**

![Image of Location Screen](image2)
**Step 10.** User is navigated to Permit Details (Type) screen – User will be required to type in the Description.

**Step 11.** Then hit the **Next** button.
Step 12. User will be navigated to the Contacts Screen
Step 13. Select the Add Contact (Owner)

Step 14. Select the Add Contact (Contractor) – Then Select the Next button
Step 15. User will be navigated to the More Info Screen in which the user is required to fill in all fields. (Note: If the numerical fields are not valid/don’t apply for user, user must input a 0 as the smallest numerical number to move forward)

Step 16. Make sure all fields are filled out then Select the Next button
Step 17. User will be navigated to the Attachments Screen where if they have any attachments they will be able to add then select the Next button.

Step 18. User is navigated to the Review Screen. Review to see if all of the information is correct. Once verified, select the Submit Button.
Step 19. You will receive a confirmation indicating that the application was submitted **successfully**.