**CSS**: How to Check Permit Status

*Purpose of document*: Show the process of how to check the permit status within the CSS Site.

**Step 1**: Access URL via the City website: [https://www.santafenm.gov/](https://www.santafenm.gov/)

**Step 2**: Select the Departments tab at top of screen.

**STEP 3**: Then select the “Land Use” option.
Step 4: After you select the Land Use option, user will be directed to Land Use home screen.

Select the Hyperlink - https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home

STEP 5: After selecting the Hyperlink. The user will be directed to the home screen for CSS (Citizen Self Service).
Step 6: Select the drop down displayed “Guest”.

Note: In order to see permit status you will have to be a listed contact on the permit and you must have a login for CSS. If you do not have a log in please register in CSS.

STEP 7: There are two options Log In or Register, Select the “Log In” option.
STEP 8: Input User Credentials: **Username** and **Password** then Select the **Log in** Button.

STEP 9: Once User selects the **Log in**, they will be directed to the Home Screen for CSS. **Select** the **Dashboard** tab in the top toolbar.
STEP 10: After selecting the Dashboard tab, user will be able to see My Permits, My Plans, My Inspections, My Invoices, and My License.

STEP 11: User selects the View My Permits button.
STEP 12: Select the Permit Number.

STEP 13: After selecting the permit number, user will be directed to the permit details where the workflow displays status.
STEP 14: If the User would like to check the status of a particular Review on the permit submitted, select the Reviews tab in the middle of the screen. Select a review listed to get more information.

STEP 15: A list of reviews are displayed, choose the details button to see more information. The comments from the reviewer will be displayed in the comments sections.