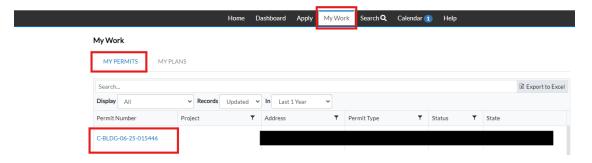
HOW TO SUBMIT A DOCUMENT REVIEW

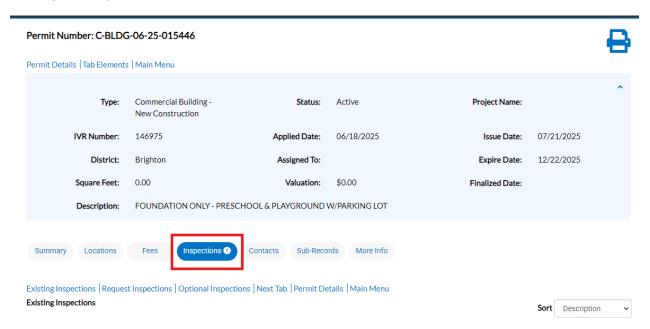
Step 1: Login to the CSS portal. Click on "My Work", then "My Permits", and then click on the permit you are wanting to upload a document review for.

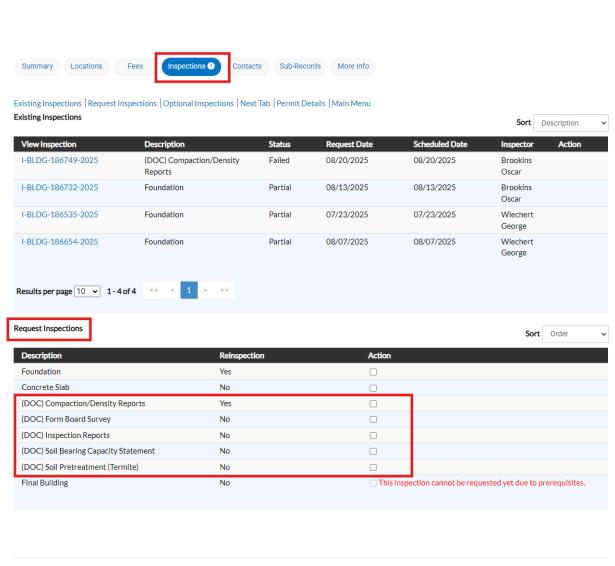
Seminole Tribe of Florida

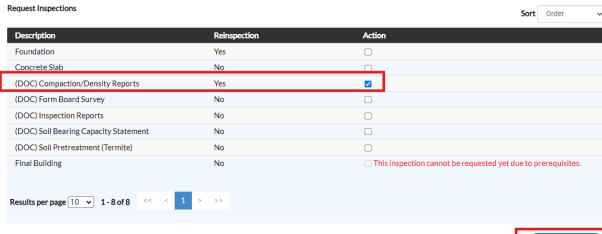
Customer Self Service



Step 2: Once you click on the permit, click on the inspections tab. The list of available inspections will populate. Document inspections will begin with "(DOC)". Schedule the inspection and make sure it is submitted. Once you click on "request inspection", this will mean your inspection is now scheduled.

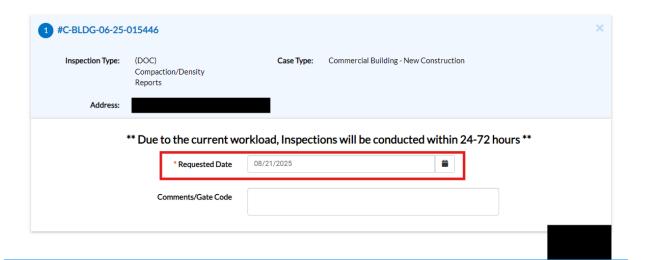


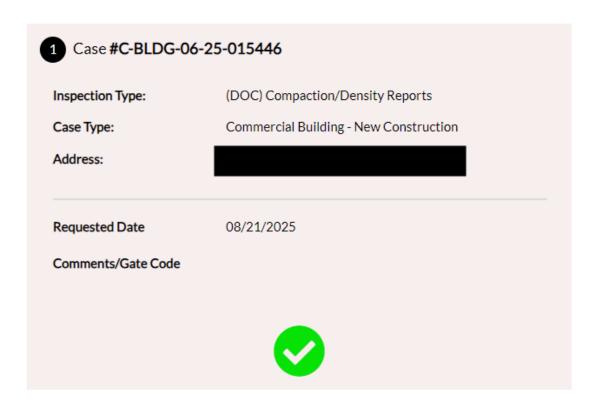




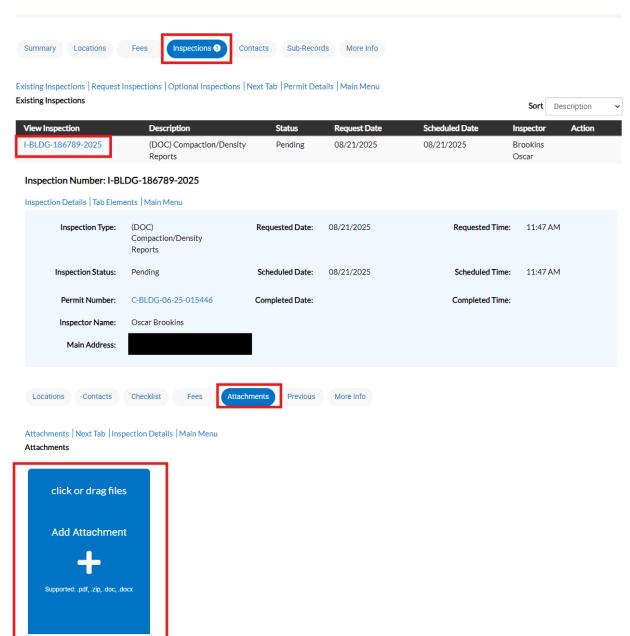
Request Inspection

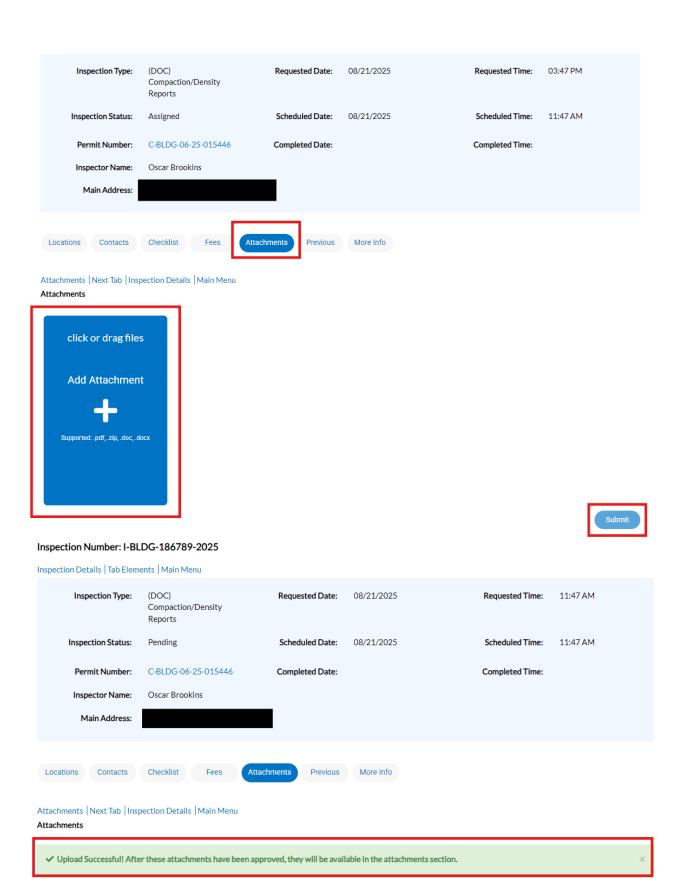
Optional Inspections





Step 3: Now your inspection is scheduled. Click back on the inspections tab within the permit you are working on. Click on the attachment tab and upload the documents pertaining to the document review you have chosen. Once you upload and submit the documentation, there will be a green checkmark window popup advising you that this has been successfully uploaded.





NOTE: Documents that are accepted and submitted in full will receive a PASSED result, documents that are incomplete or incorrect will receive a FAIL. IF you submit a partial set of documents that are acceptable, you will have a partial pass until the full package of documents is completed.