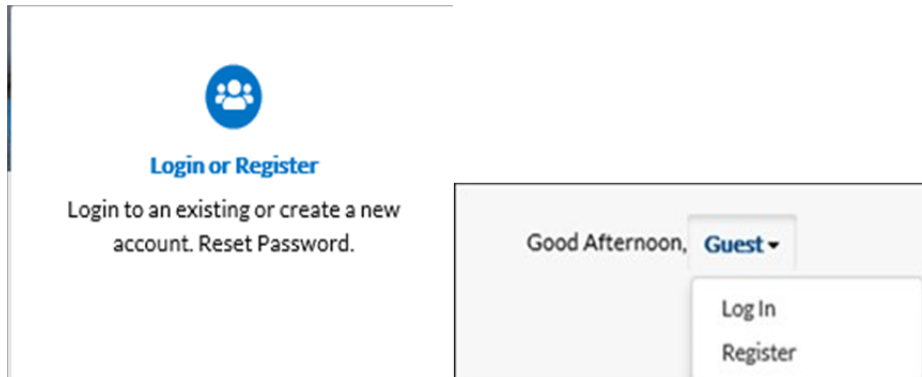




Logging in and Using CSS

To login to CSS, click the Login or Register box on the Homepage, where you will be brought to the login page. Login is also an option from the greeting dropdown in the right corner above the menu bar.



Follow the steps below to login to CSS:


1. Navigate to the URL designated for our Citizen Self Service environment. The link to CSS can be found on the Planning Department, Building Codes Department and Stormwater Department webpages –

Planning - <https://www.co.pickens.sc.us/departments/planning/index.php>

Building Codes - https://www.co.pickens.sc.us/departments/building_codes/index.php

Stormwater - https://www.co.pickens.sc.us/departments/stormwater_management/index.php

Or go directly to our CSS page - <https://energovweb.pickenscountysc.us/EnerGovProd/SelfService#/home>

2. Enter the Username and Password in the fields provided. If you do not have a Username/Password already registered with CSS and EnerGov, click **Register Here** and follow the directions to register for an account.
3. Click . CSS validates the login and, if valid, opens CSS with access to your authorized functions.

Log in as Registered User When Forgetting Username or Password

1. When registering with our CSS portal, you were required to choose a username for your account. If you have forgotten your username, you can click the **Email It** option below the Log In button. The Forgot Username page displays. Enter a valid email address in the field and click Submit. An email is sent with the username. Return to the login page, click Log In, and input it.
2. If you have forgotten your password, you can click the **Reset It** option below the Log In button. Enter a valid email address in the field and click Submit. An email is sent with directions on resetting the password.
3. Open your email and click Reset.

- A Reset Password page displays where a new password can be entered and confirmed. Once confirmed, it resets, and you will then be able to log in.

Reset Password

The password must be at least 8 characters long with at least one upper case letter and one number.

* Email Address

* Password

* Confirm Password

[Reset](#)

Your password has been reset. [Click here to log in.](#)

Dashboard

Dashboard | Home | Apply | Permit Apps and Documents | User Guides | View | Map | Pay Invoices | Search | Calendar

My Permits

Attention	Pending	Active	Draft	Recent
3	5	7	0	4
<ul style="list-style-type: none"> Modular Home 1 Single Family/Duplex 1 Manufactured Hom... 1 	<ul style="list-style-type: none"> Single Family/Duplex 2 New Building - Co... 1 Other 2 	<ul style="list-style-type: none"> Individual Lot Grad... 1 Manufactured Hom... 1 Other 5 		<ul style="list-style-type: none"> Individual Lot Grad... 1 Modular Home 1 Other 2

[View My Permits](#)

My Inspections

Requested	Scheduled	Closed
0	1	12
	<ul style="list-style-type: none"> Electrical Rough 1 	<ul style="list-style-type: none"> Electrical Perma... 6 Assign-Address 1 Other 5

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	2	\$1,520.00	Add To Cart
Total	2	\$1,520.00	Add To Cart

[View My Invoices](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	1	0	0	0
	<ul style="list-style-type: none"> Preliminary Plat 1 			

[View My Plans](#)

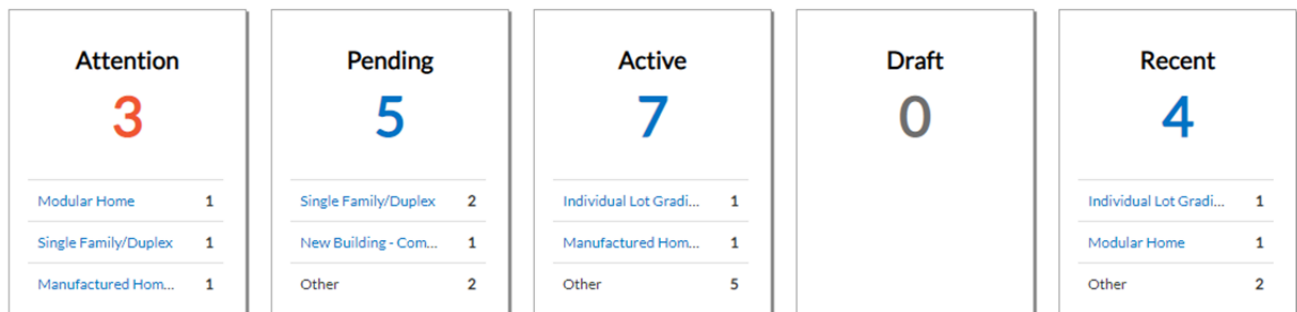
CSS provides the ability for you to see a visual representation of all your information on a dashboard. You are able to see info on any issued or submitted permits or plans, requested, scheduled, or completed inspections, and unpaid, past due, voided or paid invoices. You can click the Draft cards to access saved permit or plan drafts; you can also add unpaid invoices directly to the shopping cart.

Follow the steps below to use the dashboard:

1. Click the Draft card in the Permits or Plans section to view saved permit or plan application drafts.
2. Click the appropriate status card in the Permits section to view a list of the corresponding permits.
Within each status card is a breakdown of the permit types. Click View My Permits to see a listing of all your past and current permits.
3. Click the appropriate status card in the Plans section to view a list of the corresponding plans.
Within each status card is a breakdown of the Plan Types. Click View My Plans to see a listing of all your past and current plans.
4. Click the appropriate status card in the Inspections section to view a list of the corresponding Inspections.
Within each status card is a breakdown of the Inspection Types. Click View My Inspections to see a listing of all your past and current inspections.
5. Click Add to Cart next to Current, Past Due, or Total in the Invoices section to add the corresponding Invoices to the Shopping Cart. Click View My invoices to view all Invoices.

[Permits](#)

My Permits



[View My Permits](#)

1. **Attention:** By clicking the Attention card from the Dashboard, a list displays with all permit numbers applied for with a status of Attention, Project Name, Address attached to the Permit, Type, Status, and the Reason the permit needs attention.
2. **Pending:** By clicking the Pending card from the Dashboard, a list displays with all permit numbers applied for with a status of Pending, Project Name, Address attached to the Permit, Type, Status, and Reason.
3. **Active:** By clicking the Active card from the Dashboard, a list displays with all permit numbers applied for with a status of Active, Project Name, Address attached to the Permit, Type, Status, and Reason.
4. **Draft:** By clicking the Draft card from the Dashboard, a list displays with all permits and plans saved, but not submitted for review. These drafts can be incomplete, and action can resume at any point in time. They can also be deleted from this page if no longer needed.

My Account

[Personal Info](#) [Addresses](#) [My Favorites](#) [My Templates](#) [My Drafts](#) [My Certificates](#)

My Drafts

Module

Sort

Module	Type	Last Update	Action
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No records to display.

5. **Recent:** By clicking the Recent card from the Dashboard, a list displays with all permit numbers applied for within the last 30 days - a status of Recent, Project Name, Address attached to the Permit, Type, Status, and Reason.

My Permits

Search for permit number, project, or address

Exact Match

Display

Select Case Type

Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BR-21-0416		165 OSSIE HAYES RD PICKENS, SC 29671	Alteration/Remodel - Residential	Active, Recent	
BR-21-0418		222 MCDANIEL AVE PICKENS, SC 29671	Modular Home	Attention, Recent, Pending	Unpaid Fees
BR-21-0420		222 MCDANIEL AVE PICKENS, SC 29671	Single Family/Duplex	Attention, Recent, Pending	Unpaid Fees
SWG2021		165 OSSIE HAYES RD PICKENS, SC 29671	Individual Lot Grading- Residential	Active, Recent	

Results per page 1 - 4 of 4 << < 1 > >>

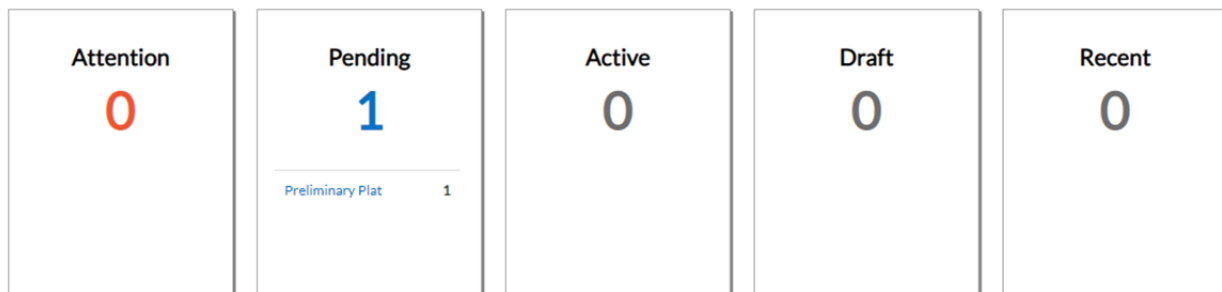
Display: This dropdown box allows the citizen a way to organize and select a Status to view.

Sort: This dropdown box allows the citizen a way to sort by Permit Number, Project, or Address.

Search Box: This box allows the citizen a way to search by Permit Number, Project Name, or Address by typing in the information in the box and clicking the magnifying glass icon.

Plans

My Plans

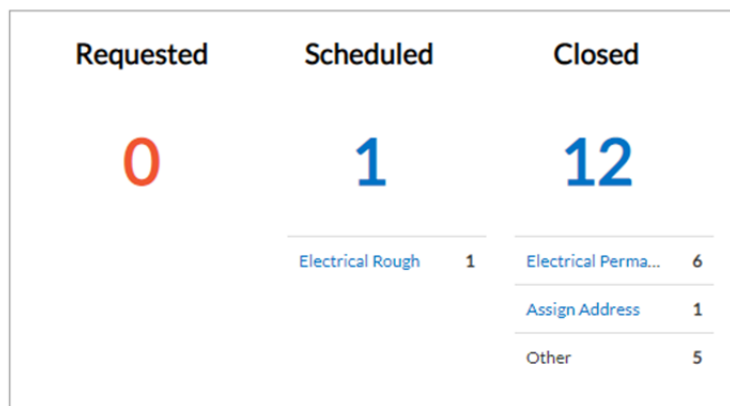


[View My Plans](#)

1. **Attention:** By clicking the Attention card from the Dashboard, a list displays with all plan numbers applied for with a status of Attention, Project Name, Address attached to the Plan, Type, Status, and the Reason the plan needs the attention.
2. **Pending:** By clicking the Pending card from the Dashboard, a list displays with all plan numbers applied for with a status of Pending, Project Name, Address attached to the Plan, Type, Status, and Reason.
3. **Active:** By clicking the Active card from the Dashboard, a list displays with all plan numbers applied for with a status of Active, Project Name, Address attached to the plan, Type, Status, and Reason.
4. **Draft:** By clicking the Draft card from the Dashboard, a list displays with all permits and plans saved, but not submitted for review. These drafts can be incomplete, and action can resume at any point in time. They can also be deleted from this page if no longer needed.
5. **Recent:** By clicking the Recent card from the Dashboard, a list displays with all plan numbers applied for within the last 30 days with a status of Recent, Project Name, Address attached to the Plan, Type, Status, and Reason.

[Inspections](#)

My Inspections



[View My Inspections](#)

1. **Requested:** By clicking the Requested card from the Dashboard, a list displays with all Inspection Case Numbers with a status of Requested, Address attached to the Inspection, Inspection Type, and Requested Date.
2. **Scheduled:** By clicking the Scheduled card from the Dashboard, a list displays with all Inspection Case Numbers with a status of Scheduled, Address attached to the Inspection, Inspection Type, Requested Date, and Scheduled Date.
3. **Closed:** By clicking the Closed card from the Dashboard, a list displays with all Inspection Case Numbers with a status of Closed, Address attached to the Inspection, Inspection Type, Requested Date, and Scheduled Date.

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$1,520.00	Add To Cart
Total 2	\$1,520.00	Add To Cart

[View My Invoices](#)

CSS users can access paid, voided, or unpaid invoices. Invoices are accessible from the Dashboard and the menu system and can be added to the electronic shopping cart. CSS's integrated electronic shopping cart allows you to view, add, pay, or remove invoices, and displays single or multiple cases associated with each invoice.

1. **Current:** By clicking the Add to Cart oval to the right of Current invoices, you are able to access the Shopping Cart page where all current invoices are listed. You can access the Invoice by clicking the Invoice Number or you can access the Case by clicking the Case Number. To remove an Invoice from the Shopping Cart, the you can click Remove to the right of the invoice. To checkout, click the Check Out oval to the right. A Payment page displays to complete the payment for the invoice(s).
2. **Past Due:** By clicking the Add to Cart oval to the right of Past Due invoices, you can access the Shopping Cart page where all past due invoices are listed. You can access the Invoice by clicking the Invoice Number or you can access the Case by clicking the Case Number. To remove an Invoice from the Shopping Cart, you can click Remove to the right of the invoice. To checkout, click the Check Out oval to the right. A Payment page displays to complete the payment for the invoice(s).
3. **Total:** By clicking the Add to Cart oval to the right of Total invoices, you can access the Shopping Cart page where all invoices are listed. You can access the Invoice by clicking the Invoice Number or you can access the Case by clicking the Case Number. To remove an Invoice from the Shopping Cart, you can click Remove to the right of the invoice. To checkout, click the Check Out oval to the right. A Payment page displays to complete the payment for the invoice (s).