

City of Noblesville

Citizen Permit Portal Civic Access Guide – Saving Your Application

To accommodate those who may have extraordinarily long online applications, Citizen Permit Portal (Civic Access) grants applicants the ability to save your work as a draft. This will allow you to log back into the system later to complete the application.

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.

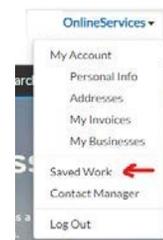


3. Click Close



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

