

How to Include Records from Business/Contractor

Link to website: https://energovweb.myokaloosa.com/energov_prod/selfservice#/home

Description:

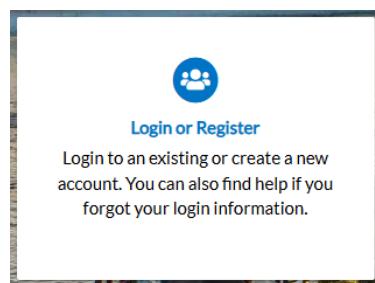
This document shows you how to include all the records (“data”) from any linked contractor/association.

Includes:

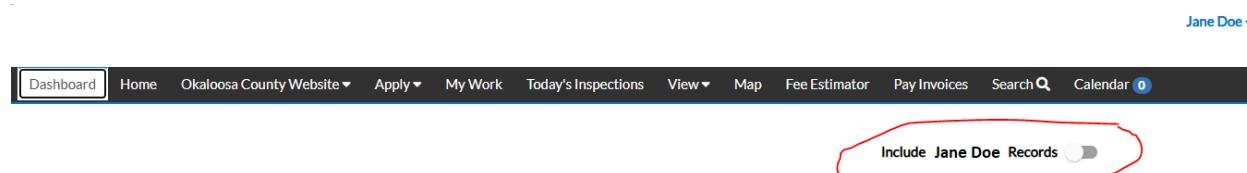
- Permits
- Inspections
- Invoices
- Plans
- Licenses

Steps:

1. Sign-in

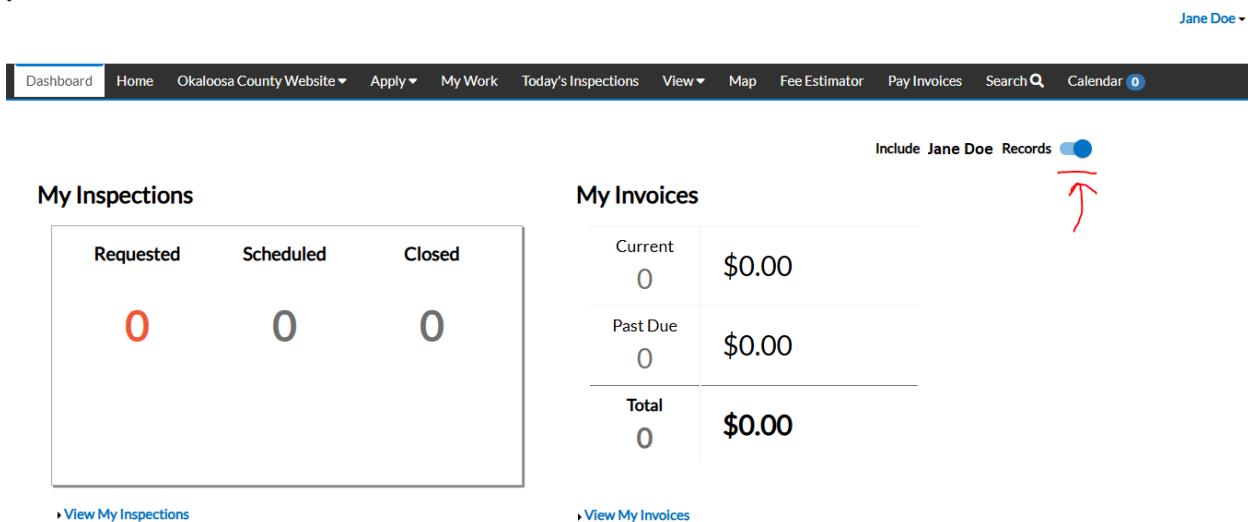


2. Navigate to the Dashboard > Look in the upper right-hand side > See where it states “Include XYZ Records”



The screenshot shows a dashboard interface. At the top, there is a navigation bar with links: Dashboard, Home, Okaloosa County Website, Apply, My Work, Today's Inspections, View, Map, Fee Estimator, Pay Invoices, Search, and Calendar (with a '0' notification). On the right side of the dashboard, there are two main sections: 'My Inspections' and 'My Invoices'. The 'My Inspections' section shows counts for Requested (0), Scheduled (0), and Closed (0). The 'My Invoices' section shows totals for Current (\$0.00), Past Due (\$0.00), and Total (\$0.00). Above the 'My Invoices' section, there is a toggle switch labeled 'Include Jane Doe Records' with a red oval drawn around it. The URL of the page is https://energovweb.myokaloosa.com/energov_prod/selfservice#/home.

3. Toggle the switch to “On” to import all the records (“data”) into your portal account



The screenshot shows the GM CSS portal dashboard. At the top, there is a navigation bar with links: Dashboard, Home, Okaloosa County Website, Apply, My Work, Today's Inspections, View, Map, Fee Estimator, Pay Invoices, Search, and Calendar. On the far right of the top bar, it says "Jane Doe". Below the navigation bar, there are two main sections: "My Inspections" and "My Invoices".

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

[View My Invoices](#)

A red arrow points to the "Include Jane Doe Records" toggle switch at the top right of the dashboard.

4. Now you will be able to see all the pertinent information for any linked contractor or business