

How to Include Records from Business/Contractor

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

Description:

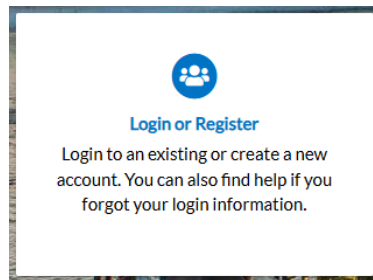
This document shows you how to include all the records (“data”) from any linked contractor/association.

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”

Jane Doe ▾

Dashboard

Home Okaloosa County Website ▾ Apply ▾ My Work Today's Inspections View ▾ Map Fee Estimator Pay Invoices Search 🔍 Calendar 📅

Include Jane Doe Records ☐

My Inspections

Requested	Scheduled	Closed
0	0	0

View My Inspections

My Invoices

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

View My Invoices

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

Jane Doe ▾

Dashboard Home Okaloosa County Website ▾ Apply ▾ My Work Today's Inspections View ▾ Map Fee Estimator Pay Invoices Search 🔍 Calendar 0

Include Jane Doe Records ☒

My Inspections

Requested	Scheduled	Closed
0	0	0

View My Inspections

My Invoices

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

View My Invoices

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

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