

HOW TO ADD A CONTACT

- Log into CSS

Log In

* Email Address

* Password

Remember Me

Log In

Register

[Forgot your password?](#)

[Switch jurisdiction?](#)

- Search/Select Case

My Plans

Search for plan number, project, or address

Exact Match

Display All Select Case Type Export

Sort Plan Number

Plan Number	Project	Address	Plan Type	Status	Attention Reason
RPAP		2; A	Regional Planning - Base Application	Attention	Fail
RPAP		3; L	Regional Planning - Base Application	Attention	Fail
RPAP			Regional Planning - Base Application	Recent, Pending	
RPPL			Permits & Reviews - Substantial	Attention	Fail

- Click Contacts Tab
- Click on Add Contact

Locations Fees Reviews Inspections Attachments **Contacts** 1 Sub-Records Holds Meetings More Info

Contacts | Next Tab | Plan Details | Main Menu

Contacts

Sort Type

Add Contact 2



Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant	CSS User Account	DRP	Tech Support		Active	Yes	

Results per page 10 1 - 1 of 1 << < 1 > >>

- Select the drop down arrow to select the correct Contact Type
- Click on Search
- Enter the email address for the person you want to add
- Click on magnifying glass

Results will display

- Click on Star to add contact to your Favorites
- Click on Add


Favorite	First Name	Last Name	Address	Company	Email	Action
 1	S	Sr	2 P CA 93	V s	ss m es.co	 2

Results per page 10 1 - 1 of 1 << < 1 > >>

Repeat the process till the contact has been added to all cases.

Note, when you save a contact as a favorite when you go to add that person do the following:

- Click on My Favorites
- Click on Add

First Name	Last Name	Address	Company	Email	Action
S	Sr	2 P 93	V s	ss m es.co	
A	V s	PO 93	CA	av m	