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How to Save and Resume a Draft of a **Record in the Storefront**



Seth 13 days ago · Updated

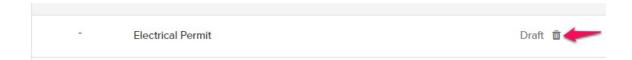
If you are an applicant and you need to stop midway through an application and save your work, you can always click the "Save Draft and Exit" button in the top right corner of your screen.

	City of ViewPoin	t				My Account Sea	rch Josh -	
	Have a project #?						Save Draft and Exit	
	Excavation Permit	Project Cost *			Road Type *			
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bout	Newsroom	Careers	Store	Support	Liv	e Demo	Contact Us ? Suppor	
2018 Ope	enGov Privacy Policy						? Suppor	't

• To resume working on this application, you will navigate to your "My Account" page in the Storefront and go to your Applications. Your drafts will be listed along with the rest of the records you have submitted. And you can always stop and save again at any time prior to submitting the application. Please note that if you do resume your application, you will start on page one and will just need to click "next" to pick up where you left off. Even though you are starting on page one, all of your data will still be saved for the subsequent pages.

City of ViewPoint				My Account Search	JB Josh ▼
S Back Home	Vour	Applications			
₪ Dashboard ⊷ Messages	ID	туре	Location	Date Created	Status
 Profile 		Excavation Permit	-		Draft 🃋
Your Records	-	Business License			Draft 📋
Projects		Electrical Permit			Draft 📋
 B Permits & Docs Dependence Dependence					
Inspections					

• If you would like to delete a draft in the Storefront, you will navigate to your Applications page and click on the trash can icon to the right of the application information field.



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