

Permits Online

What's New in Permits Online 4.2 (Industry Members)

September 2, 2015

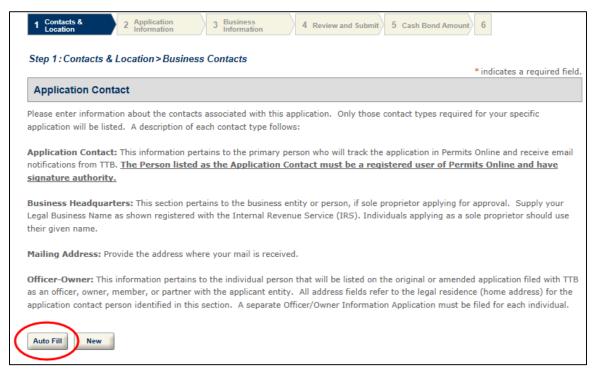
The following enhancements in functionality and interface are included in Version 4.2 of the Permits Online system:

- **Browser and Mac Compatibility Updates** You may now submit applications in Permits Online through all the following browsers:
 - o Apple Safari (compatible with version 6.0 or higher)
 - o Google Chrome (compatible with version 42.0 or higher)
 - o Microsoft Internet Explorer (compatible with version 8 or higher)
 - o Mozilla Firefox (compatible with version 39.0 or higher)

In addition, you may now submit applications in Permits Online using a Mac computer. When using other browsers you may notice some pages do not look the same as they do when using Internet Explorer. We will continue to work on these cosmetic issues, but Permits Online does function properly in all of the previously mentioned compatible browsers.

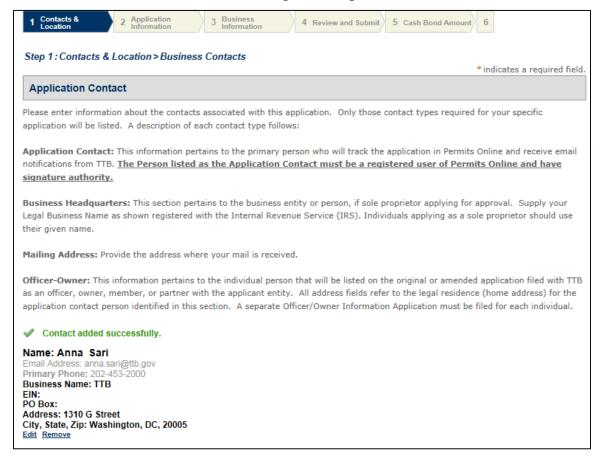
- **Auto Fill Button Update** You may now select the **Auto Fill** button instead of a checkbox when submitting an application in Permits Online. The **Auto Fill** button allows you to automatically populate fields in Application Contact, Business Headquarters, and Mailing Address sections with previously saved information. Once these fields are automatically populated, you may select the <u>Edit</u> link to make changes, if needed, or select the <u>Remove</u> link to delete the information.
- ▶ Note: In the Business Headquarters section, you will still be prompted to manually enter your EIN, a required field, if you use the **Auto Fill** button to automatically populate fields.

Auto Fill Button



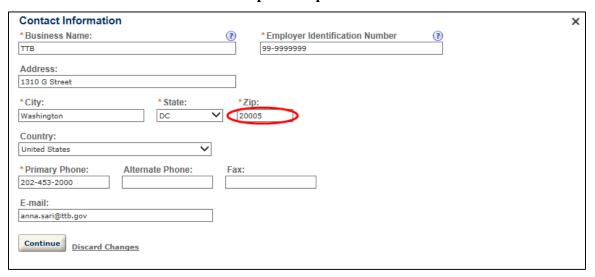
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Auto Fill Button Update – Populated Fields



• **Zip Code Update** – You are no longer required to add the +4 zip code extension in the Zip Code fields. Now only 5 digits will be accepted in all Zip Code fields.

Zip Code Update



What's New in Permits Online 4.2 (Industry Members)

• Attachment Update – You may now view the progress of a file upload when attaching a file in Permits Online. A progress bar, displayed below the File Name, details the file upload progress by percentage. In addition, if you access Permits Online using a Mac computer or the Chrome browser, you may now attach files of supporting documents with no issue. You are no longer required to install the Microsoft Silverlight plug-in before you can upload attachments in Permits Online.

Attachment Progress

