



# HillsGovHub

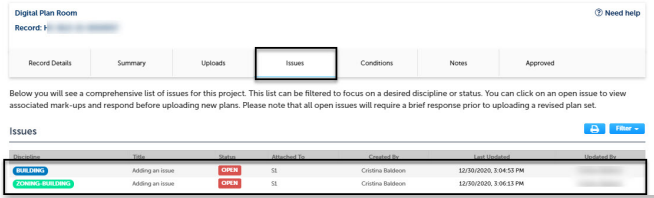
## User Guide

### Digital Plan Room - Review and Respond to Issues and Conditions

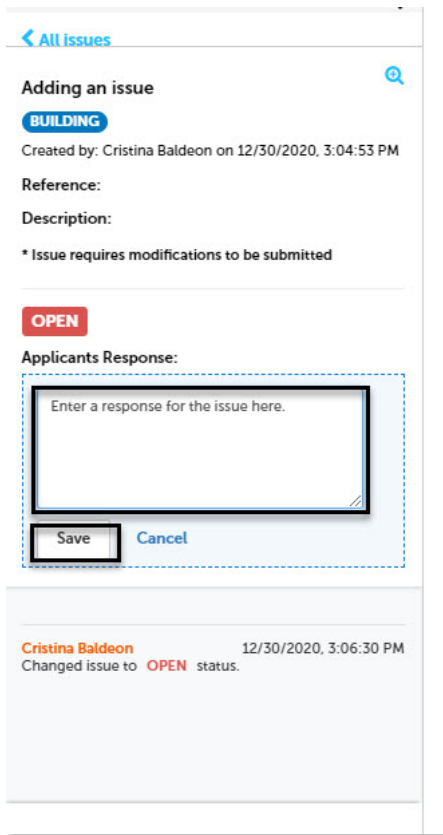


# Review and Respond to Issues and Conditions

- 1) Select the issues link in the email received or log into the account associated with the application and select the **Issues** tab.
- 2) Select the open issue.



- 3) Enter a response in the **Applicants Response** field and select **Save**.



- 4) After the response has been saved, the status of the issue will update to **Answered**.

