HillsGov**Hub**
User Guide
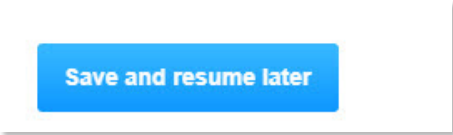
Save and Resume Incomplete Applications

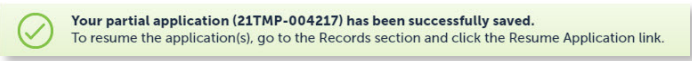Hillsborough
County Florida
EST. 1834

Save and Resume Incomplete Applications

The Save and Resume option, located at the bottom of each page during the application process, saves an application at any point without losing the data entered.
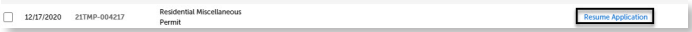
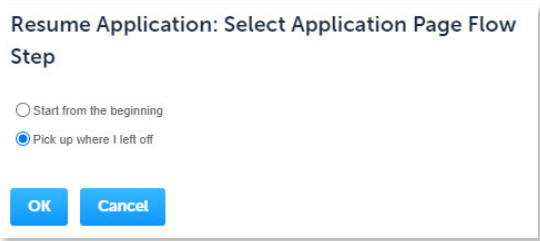1) Select **Save and resume later** during the application process.

Save and resume later

The system will display a confirmation message providing a temporary record ID.

Your partial application (21TMP-004217) has been successfully saved.
To resume the application(s), go to the Records section and click the Resume Application link.

2) Select **Search** and **My Records** and select the **Resume Application** link under Action to resume working on the application.

☐ 12/17/2020	21TMP-004217	Residential Miscellaneous Permit	Resume Application

3) Select one of the options displayed on the pop-up window.

Resume Application: Select Application Page Flow Step

○ Start from the beginning
● Pick up where I left off

OK   Cancel

a. Select **Pick up where I left off** to continue from the last saved step and select **OK**.

b. Select **Start from the beginning** to start from the first step of the application and select **OK**.