



Engineers • Consultants • Inspectors

Overview: General Engineering is making historical permit information available to community contacts via our online Community Access Portal. This document provides an overview on how to use this portal.

Login:

1. Click on this link: [GEC Community Access Portal](#)
2. Type in your email address
3. You should have received a separate email with a unique password, type in that password
4. Click on: "Click to enter" box
5. You will see a screen with options towards the upper right

Features:

- Search
 - Click on Search button towards top right
 - Click into field you want to use to search and enter appropriate information
 - Click on Search button, bottom right of search field box
- View Details
 - Search or Show All to have a list of permits
 - Find the permit of interest and click on that row and details will appear
 - To view details of the next permit, click on right arrow at top middle of screen
 - To view details of previous permit, click on left arrow at top middle of screen
 - To return to the list page, click on left arrow towards upper left of screen
- Mark Permit Paid
 - Search by permit number or address
 - Find the permit of interest and click on that row and details will appear
 - Once open, you can mark the permit with the date a payment type
 - Once a permit is marked paid, the permit card and approved permit are automatically emailed to the applicant.
- Export a Report
 - Search or Show All to get the list you would like to export or print
 - Choosing Export will save the information as an Excel Spreadsheet
 - You can expand the columns to see all info, or delete/hide certain columns you don't need to see.
- Show All Records
 - Click on Show All Records to see a list of all permits you have access to view
- Sort Records
 - When you have a list of permits on the screen, click a column heading to sort
 - Click again to sort the opposite way
- Exit
 - To exit the Community Access Portal, click on Close File/Logout (upper right)
 - Also, the system will time out if left open and unused for a period of time

Questions: If you have any questions on how to use the Community Access Portal, please contact Adam Maier
amaier@generalengineering.net.