

Saving and Resuming an Application

STEP 1

Any time during your application process, you will see the Save and Resume Later button. You simply click it to save your application.

Full Name	Business Name	Contact Type	E-mail	Work Phone	Mobile Phone	Action
No records found.						
Save and resume later Continue Application »						

STEP 2

This message will let you know the application was successfully saved



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

STEP 3

When you are ready to resume your application, log in and within the Dashboard you will see the Work in Progress section toward the bottom of the page. Click on Resume Application to continue the application.

The screenshot shows a web dashboard for the City of Dallas. At the top is a navigation bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and a 'more' dropdown. Below this is a secondary navigation bar with links: Dashboard, My Records, My Account, and Advanced Search. The main content area starts with a 'Hello,' greeting. There are two side-by-side cards: 'Saved In Cart (0)' with a 'View Cart' link and a message 'There are no items in your shopping cart right now.', and 'My Collection (1)' with a 'View Collections' link. The 'My Collection' card shows '1 Records' and a 'Consult' record last updated on 03/13/2025. Below these is a 'Work in progress' section with a 'View All Records' link. A table lists one record:

Record Name	Record ID	Module	Creation Date	Action
General Contractor Registration		Licenses	3/19/2025	Resume Application

A blue arrow points from the 'Consult' record in the 'My Collection' card down to the 'Resume Application' button in the table's 'Action' column.

Note:

The record will only be available for 10 days.