



HillsGovHub

User Guide

Save and Resume Incomplete Applications



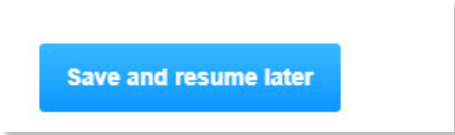
Hillsborough
County Florida

SM

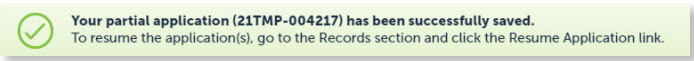
Save and Resume Incomplete Applications

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.

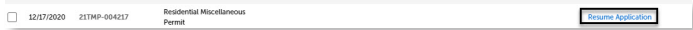
- 1) Select **Save and resume later** during the application process.



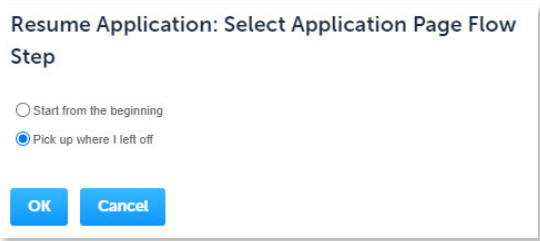
The system will display a confirmation message providing a temporary record ID.



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



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



- 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**.