

# How to Submit an Application in GovWell

Simple step by step instructions to submit a request through your community portal

- 1 Log in to your account.** Go to [app.govwell.com](https://app.govwell.com) and sign in.
- 2 Open My Projects .** Click My Projects  in the left side menu. This is where you start and track applications.
- 3 Click New Submittal.** On the My Projects  page, select the New Submittal button.
- 4 Choose your location.** Search for the community or jurisdiction you are applying with. Click the name or crest to continue.
- 5 Select the services you need.** In the community portal, choose the correct category. For example, click Building Permit and then select Residential – New Construction.
- 6 Review requirements.** Before you begin, a window will show what documents and information you need. Make sure you have everything ready.  
  
→ Tip: You can also find contact information for staff on this page if you have location specific questions.
- 7 Complete the application form.** Fill out all required fields marked with a red asterisk. You may need to provide: Personal and contact information, property address, required documents, optional supporting documents.  
  
→ Tip: The more complete your information, the faster your application can be reviewed.
- 8 Save as Draft if needed.** Click Save as Draft if you need more time. Your draft will be saved in My Projects so you can finish later.
- 9 Review and submit.** Click Next to review your information. Then click Submit to send your application. You will receive a confirmation email once it is submitted.
- 10 Track your application.** Return to My Projects anytime to check the status of your application.

For more help managing applications, visit the **GovWell Help Center** at [help.govwell.com](https://help.govwell.com).