

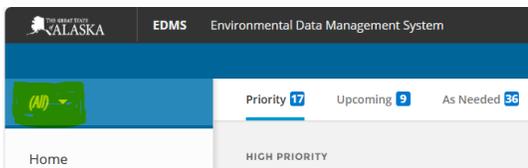
# How to Download and Permit/Authorization from EDMS

-Do you have an EDMS account, linked to your site?

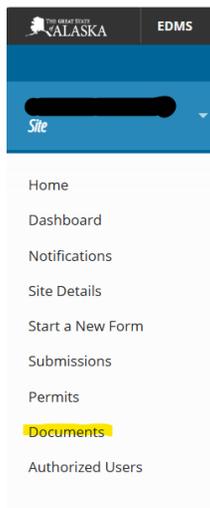
- If not, go back to the EDMS Help website, and follow instructions for “External Sign Up Instructions” then “Linking a Site to your EDMS account.”

-Sign into EDMS.

-On the upper left side of the window, click the down arrow and choose your site. If you only have one site associated with your account, it may already be selected.



-In the navigation pane on the left, find “Documents” near the bottom.



-In the Documents list, all documents associated with your site are displayed. You may sort by name, however filtering by Category “Permit” or sorting by date is often more effective.

-Click the three dots at the right of the row containing your permit, and choose “Download as PDF”

	Name	Category	Source Type	Source Name	Received / Created Date	Owned / Modified By	Status	
<input type="checkbox"/>	Construction General Permit Authorization Letter [redacted].pdf	Storm Water Permit Letters	Permit	[redacted]	03/17/2025 4:48 PM	dbSystem	Final	Open
<input type="checkbox"/>	Construction General Permit (CGP) Notice of Interest (NOI) [redacted].pdf	Form Submission Attachments	Application/Request	[redacted]	03/17/2025 4:48 PM	dbSystem	Final	Open
<input type="checkbox"/>	[redacted].7777.docx	Form Submission Attachments	Application/Request	[redacted]	03/17/2025 4:47 PM	dbSystem	Final	Open