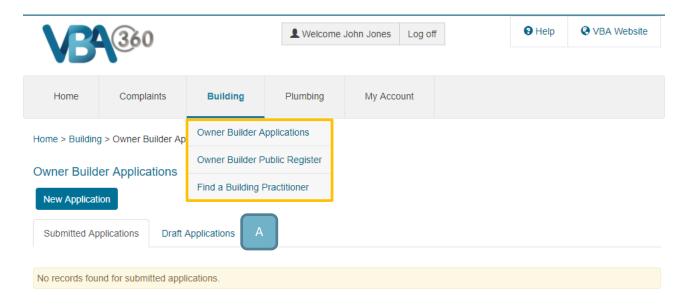# Instructions

Owner Builder Applications page

The **Owner Builder Applications** page is a history showing **Submitted** and **Draft Owner Builder Applications** for easy access.

Users can see the documents that they have uploaded as well as take a copy of the Owner Builder Application as a PDF.

To **View** any **Submitted** or **Draft Owner Builder Applications** in the **Owner Builder Applications** page:

1. Hover your mouse over the **Building** menu and click **Owner Builder Applications**.

   You will be taken to the **Owner Builder Applications** page. This page shows all **Owner Builder Applications** and current status of the application

Aspects:

A. You can see **Draft Applications** from the **Draft Applications** tab
B. Any existing applications will be listed on the page as well as the applications status, options to view documents, and whether a request for additional information has been initiated

2. To **begin a new Owner Builder Application**, click on the **New Application** button.

   You will be taken to the Introduction page