OpenDSD 2.0 Tutorial

Access OpenDSD 2.0 online at:
www.sandiego.gov/OpenDSDSanDiego
Introduction

The OpenDSD 2.0 system allows customers to access code enforcement cases, as well as development project, plan review and permit information for the following project types:

- Residential Rooftop-Mounted Solar PhotoVoltaic (PV)
- Traffic Control
- Street Trees
- Code Enforcement cases
- Transportation Permits
- News Rack Permits
OpenDSD 2.0 allows customers to:

- Submit applications for Street Tree, Transportation, News Rack and Residential Solar PV permits; and
- Look up Code Enforcement cases and track their progress.
Getting Started

A few tips:

• Enable pop-ups and use Internet Explorer as your web browser. Other browsers may work, but not as well.

• You will need to set-up an account to apply for Street Tree, Transportation, News Rack and Residential Rooftop-Mounted Solar Photovoltaic permits.

• No account is required to view code enforcement cases.
Creating an OpenDSD 2.0 Account

Get Acquainted with the OpenDSD 2.0 Home Screen.

Start here to register for an account. Follow the instructions on the next slide.

This is your navigation bar:

- **Home**: Your dashboard, records, and account management
- **DSD Permits**: Apply for permits, search permit records
- **DSD Code Enforcement**: Search existing/current code enforcement cases by property address
Register for an Account

After clicking on “Register for An Account”:

(1) Review the disclaimer and click on the box shown here to acknowledge you read this. Click on the yellow “Continue Registration”

(2) A pop-up screen will open where you can add your contact information.

(3) After you have entered contact information, click “Continue Registration” and “Continue” to create the account.
Account Registration Step 2:
Add your Login Information wherever the * symbol requires.

Next, add your Contact Information by clicking on the Add New button, which will open a pop-up screen where you can add your contact information.

After you have entered contact information, click “Continue Registration” and “Continue” to create the account.
Account Registration Step 3:
You will be asked to select a Contact Type. Add this information and hit Continue.

Your Contact Information will open in a pop-up screen for you to review before you select Continue again.
Register for an Account

**Contact Information Added:**
You will see your Contact Information added at the bottom of this next screen.

Check this before you click on the *Continue Registration* button below your newly added Contact Information.
Account Successfully Registered

Registration Complete:
On the next screen, you will see a confirmation that your account has successfully been created.

Login
You can now login (upper right corner of this screen) by using your new username and password already created.
Logging In

Login Instructions:
After you click on the Login button, you will be taken to the OpenDSD2.0 login webpage.

Enter Username and Password
Enter your username and password and click on the yellow Login box next to the username/password boxes.
Using Your Dashboard

Once you register and log in, you will see your dashboard where you can quickly create, access or resume applications or view permit information. Your dashboard is accessible from the “Home” tab.

**My Records:**
Use “My Records” to view your permit history.

**My Account:**
Use “My Account” to manage your login and contact information.

**Advanced Search:**
To do more specific searches by property address or Record Number, choose the Advanced Search option here (see next screen to view a screenshot).

**Work in Progress:**
Find saved applications here. You can resume an application or pay for a permit here.
Getting Help

If you have questions and need help, use the system’s help feature by clicking on this icon found throughout this new website.

Visit www.OpenDSD.sandiego.gov for online FAQs, videos and tutorials.

Send your questions by email to DSD-OpenDSDHelp@sandiego.gov

NOTE: You can submit your inquiries 24/7, but DSD will respond between 7 a.m. and 4 p.m. Mon. – Fri.