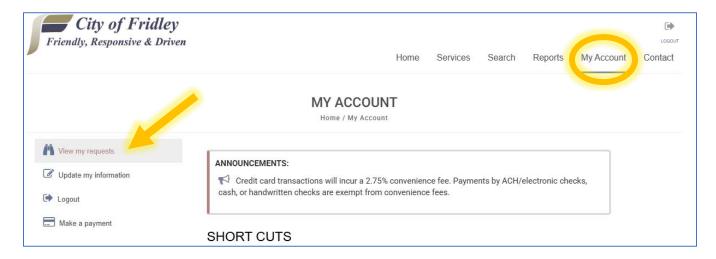# LOOK UP PRIOR APPLICATIONS

HOW ACCESS THE ONLINE PORTAL: Log in at CitizenServe.com/Fridley

- Please do not create multiple accounts if you've previously used CitizenServe in Fridley. A single user account provides multiple online city licenses, permits, and code complaints.
- Recommended browser: Google Chrome.
  - These browsers are **NOT** recommended: Internet Explorer, Microsoft Edge
- Do not use autofill or predictive text

- Once logged in, navigate to **My Account** from the top navigation bar
- Select **View My Requests** on the left sidebar (Binoculars Icon)

- If you have submitted multiple applications through Citizenserve, you may need to use the drop-down button to select **Licenses**
- If your License has been issued, select **All** from the review tab. Adjust the timeframe drop-down from *In the last 6 months* if needed