

How to Submit a FOGS Service Manifest Online

Your business' FOGS service manifest can easily be uploaded to the City's Citizen Self Service website for review by Code Compliance staff.

First, go to this link to register for an account: <https://www.victorvilleca.gov/applyonline>

Once you have registered, please email the Business License Division (businesslicense@victorvilleca.gov) with your exact name and email address you used to register. Please also include the Business License number and/or invoice number that you need to be linked to.

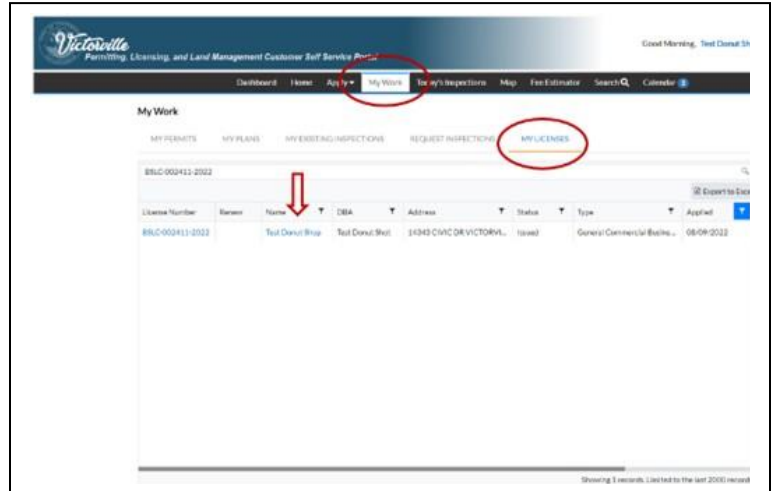
First, access your Business License.

Login to the City of Victorville's Citizen Self Service (CSS) Portal.

Click on **My Work** (in the top menu bar).

Click on **My Licenses**.

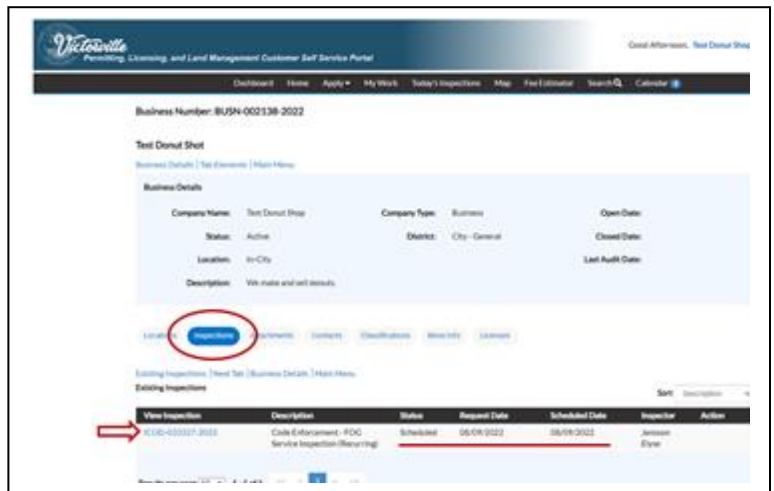
Click on the **Business Name** of the Business that is due for a grease trap/interceptor service manifest submission.



Next, open the upcoming FOG Service Inspection.

Click on **Inspections**.

Click on the **upcoming inspection** to view the inspection.



Finally, upload and submit your service manifest.

Click on **Attachments**.

Click the **plus sign of the Attachment Tile** to upload your attachment.

Click **Submit** to complete your upload and send the attached file to **Code Compliance staff**.

