



How to Upload Inspections into Fort Bend County's Web Portal

05/06/2025

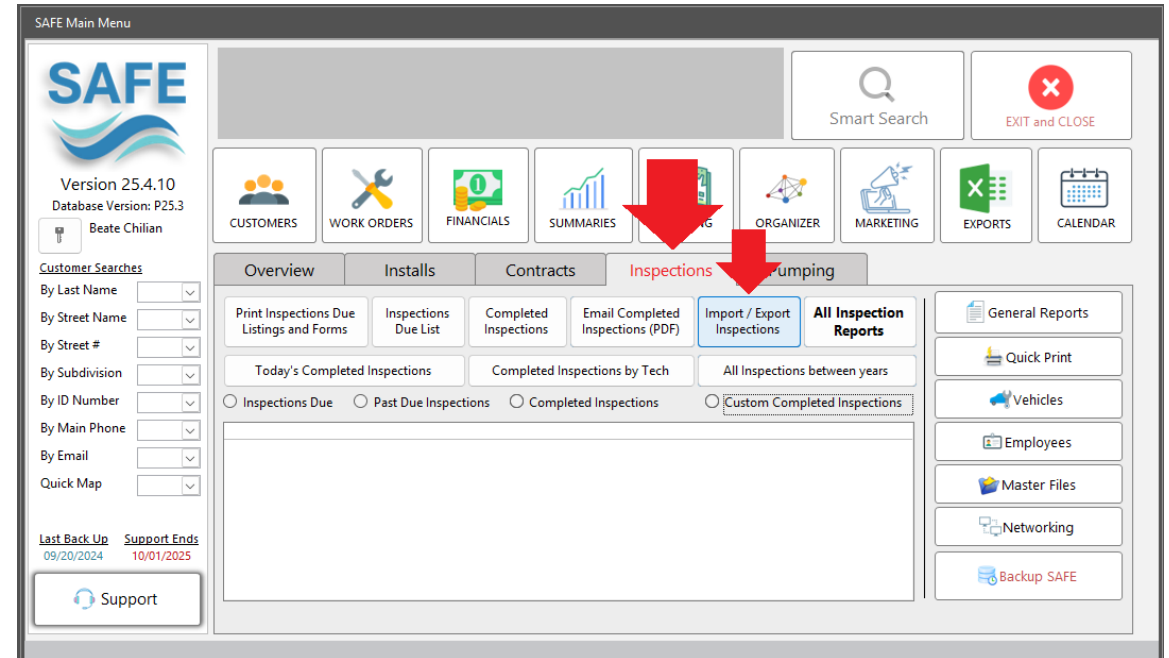
Current Version of SAFE 25.5.5 and above

Step 1

- For current SAFE users, if you are not on Version 25.5.5, then please contact us at jondenney@mysafesoftware.com before proceeding any further
- Also, if you are not current on your Support Plan, [simply go to our website to renew.](#)
- If you are not a current SAFE Software user and would like to use it to manage your Septic Service Company, you can email us at the address above OR call us at (940) 367-2246. You can also go to our website at www.mysafesoftware.com

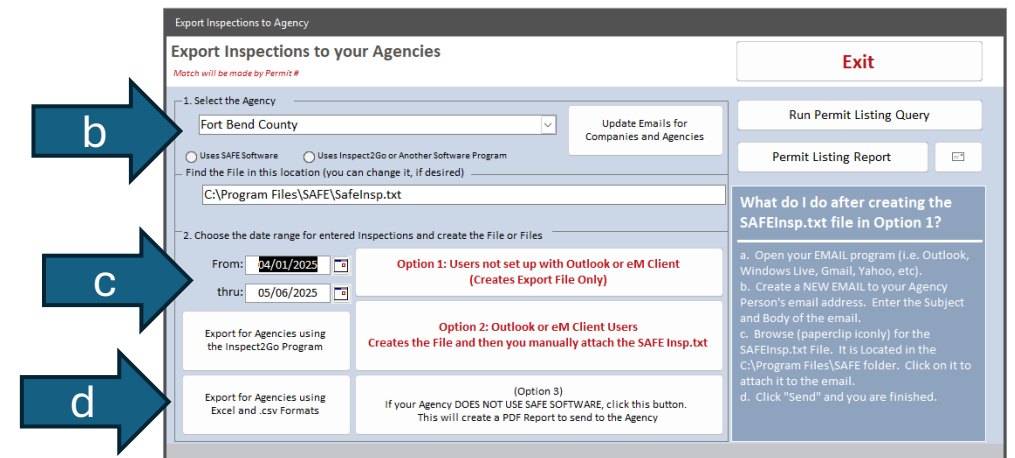
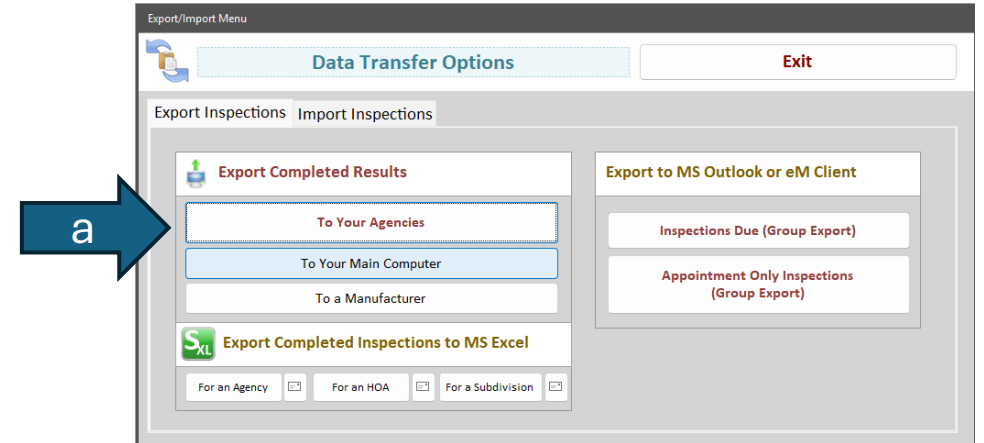
Step 2

- Click on the Inspections Menu
- Click on “Import/Export Inspections”



Step 3

- On the “Export Inspections” tab, click on “To Your Agencies”
- Select “Fort Bend County” or however you have saved their name as.
- Select your date range of completed inspections
- Click on “Export for Agencies using Excel and .csv Formats”

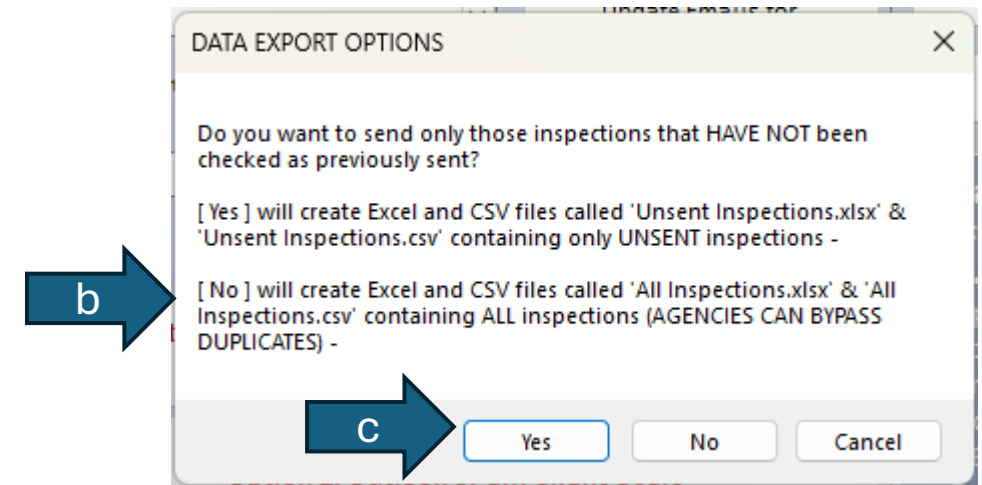
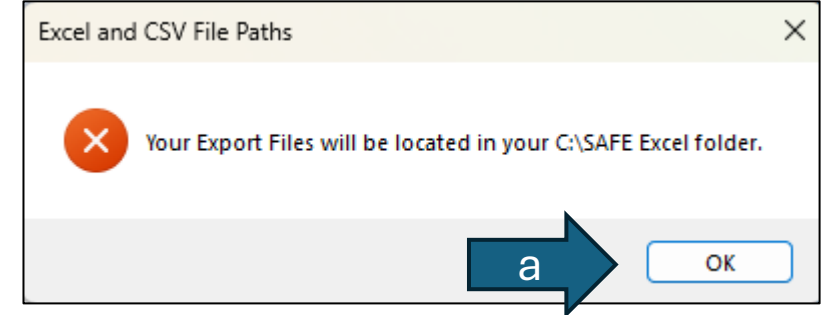


Step 4

- a) Note that your export file will be sent to a folder in your hard drive called “SAFE Excel”.
- b) The files will be called
 - “All Inspections for Fort Bend County.xls”
 - “All Inspections for Fort Bend County.csv”

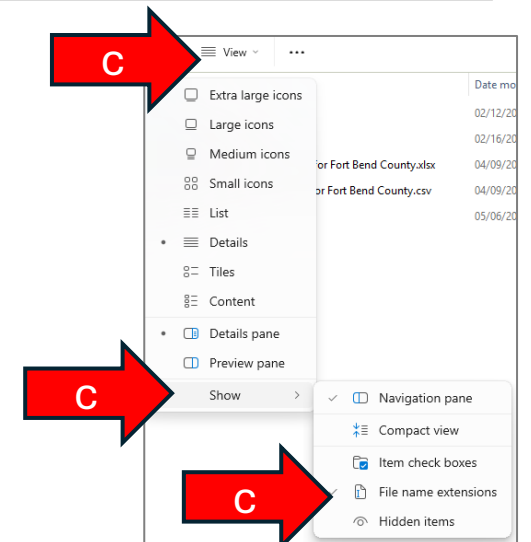
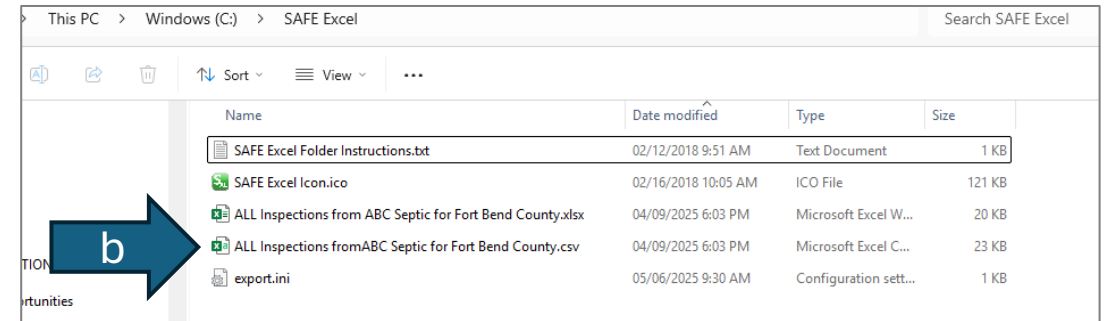
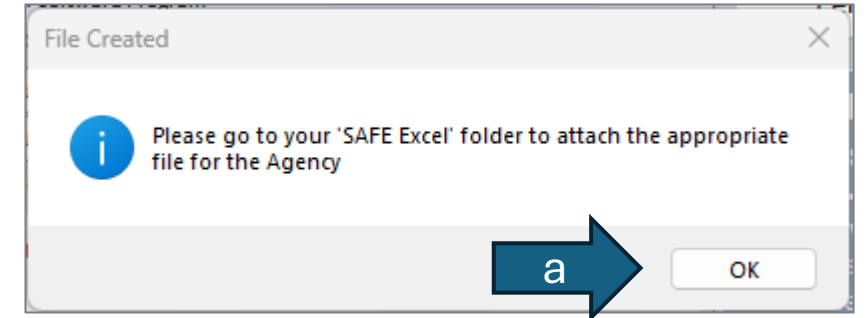
Answer “NO” to the “Data Export Options” so that the .csv file will contain all the Inspections for Fort Bend County that have been completed between the dates you select.

- c) Click “YES” to continue



Step 5

- Click OK to the message about going to your “SAFE Excel Folder”
- You want to use the “CSV” file – NOT the XLSX (Excel File).
- IMPORTANT!!!** If you are DO NOT see the extension on these files (example: .csv or .xlsx) then click VIEW, then “Show” then “File name extensions”. You will now be able to see the extensions of .csv and .xlsx for both files.



Step 6

(You may have to consult with Fort Bend County for the rest of these steps.)

- Email the CSV file as an attachment to the following Fort Bend County address EH-OSSF@Fortbendcountytexas.gov

If you have issues with these steps, please contact Fort Bend County – not us. We don't have any control of these steps from this point on.

BEST OF LUCK!

