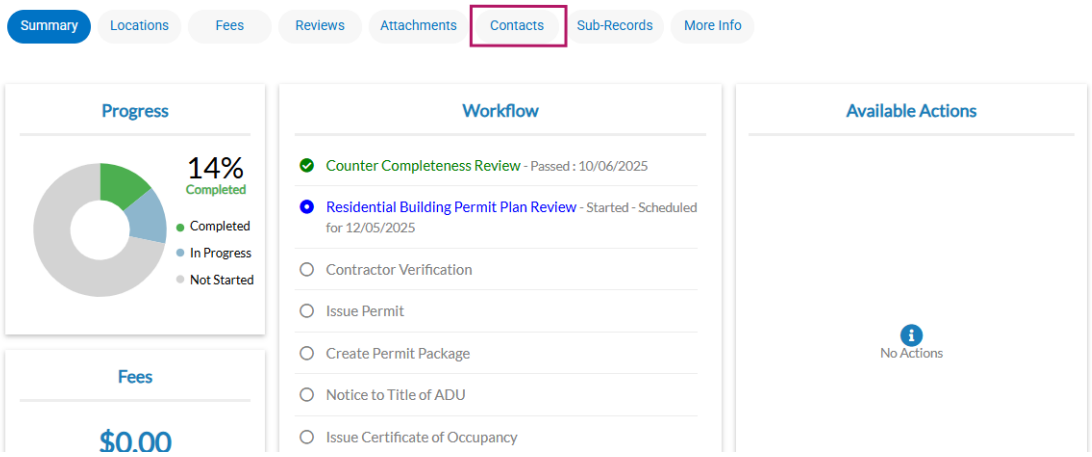
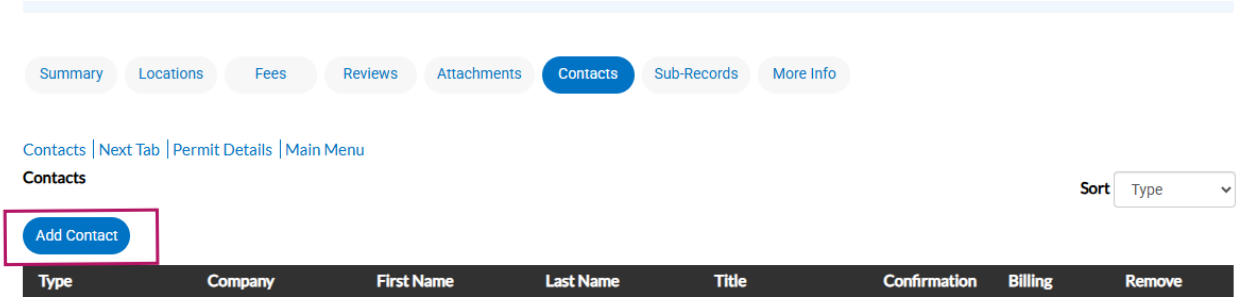
Adding a Contact to an existing Plan or Permit

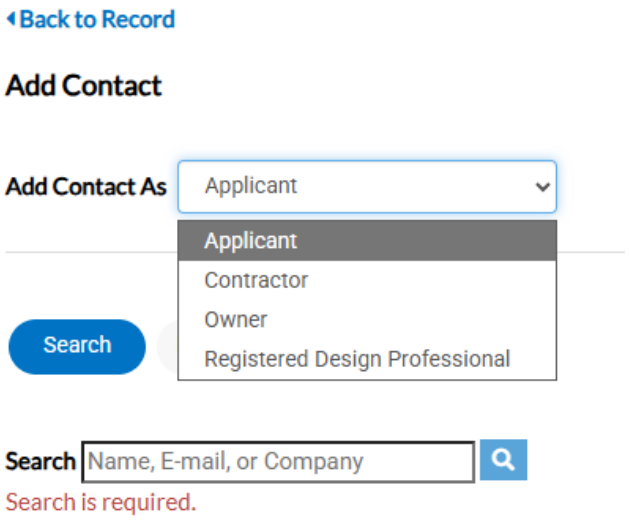
1. From your dashboard, open the permit or plan that you want to add a contact to.
2. Click on the “contacts” tab:



3. This will open the existing contacts on the permit. To add a new contact, click on “add contact”:



4. You can choose the “type” of contact - contractor, applicant, etc.



5. You can then add a contact by searching for them or adding them manually. A couple of things to note, the contact still needs to have a portal account set up if they will be requesting inspections or will be a part of the permitting process. You do not need to add a contact if they are just going to pay the invoice; no account is needed for that.

6. Once you find your contact, simply click “add.”



7. Your screen will refresh and will show all of the contacts. If you want to remove a contact, just click “remove” and then confirm.

