

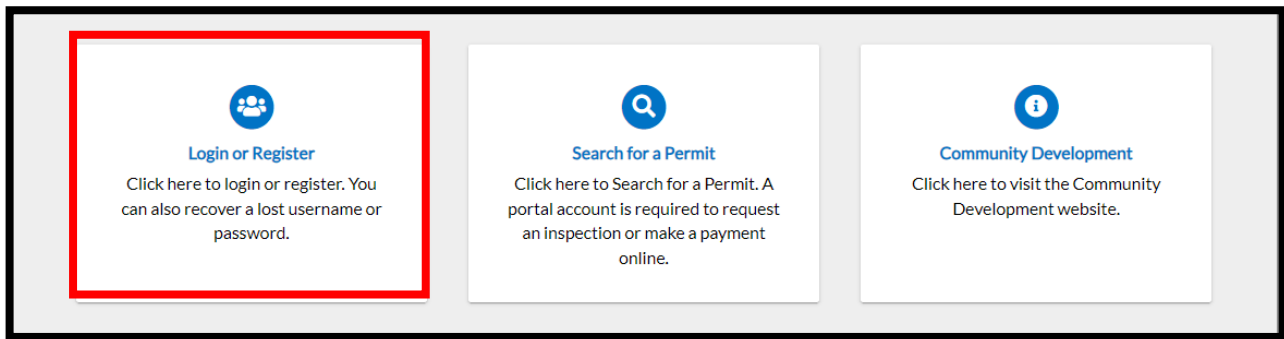
COMMUNITY DEVELOPMENT AUTHORIZED AGENT ACCESS GUIDE

HOW TO GRANT PORTAL ACCESS TO EMPLOYEES/AUTHORIZED AGENTS

1. This guide is intended for the portal account associated with the Licensed Contractor. **A portal account is required** to grant access to your authorized agents (or employees).

IMPORTANT: Employees and authorized agents must **register on the portal before you can grant them access.**

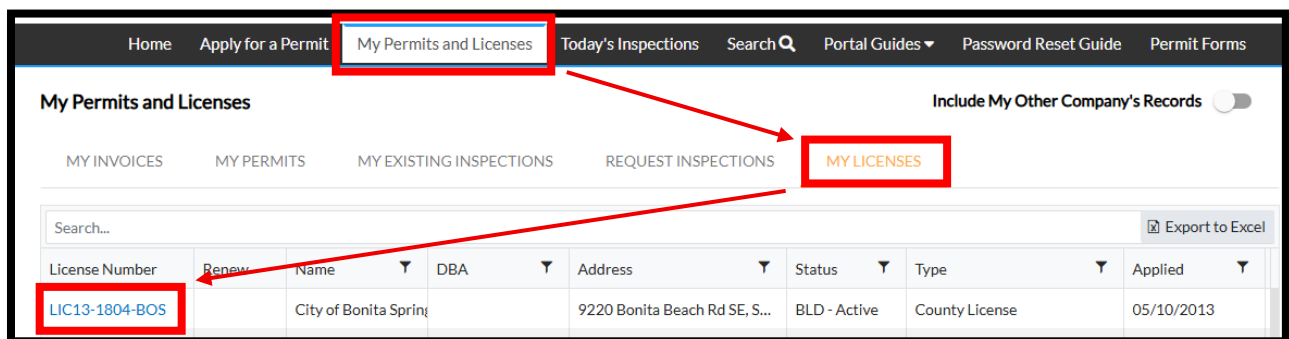
2. Go to the portal homepage (or type www.permitportal.org into your browser address bar and hit enter), then click the “Login or Register” tile.



3. After logging in to the portal, verify that your portal account is linked to your contractor’s license by clicking on the menu bar button for “My Permits and Licenses” and then “My Licenses”.

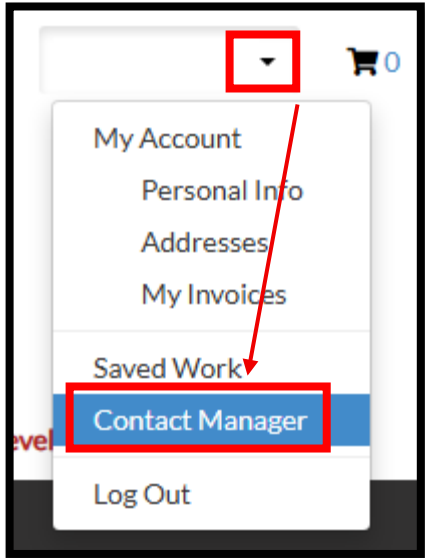
IMPORTANT: If you do not see the license(s) associated with your company, then your authorized agent (or employees) will not have access to your permits for uploading documents or renewing a license.

Please email permitting@cityofbonitaspringscd.org and be sure to include the portal account email address and contractor’s state license number **before** proceeding with the rest of this guide.



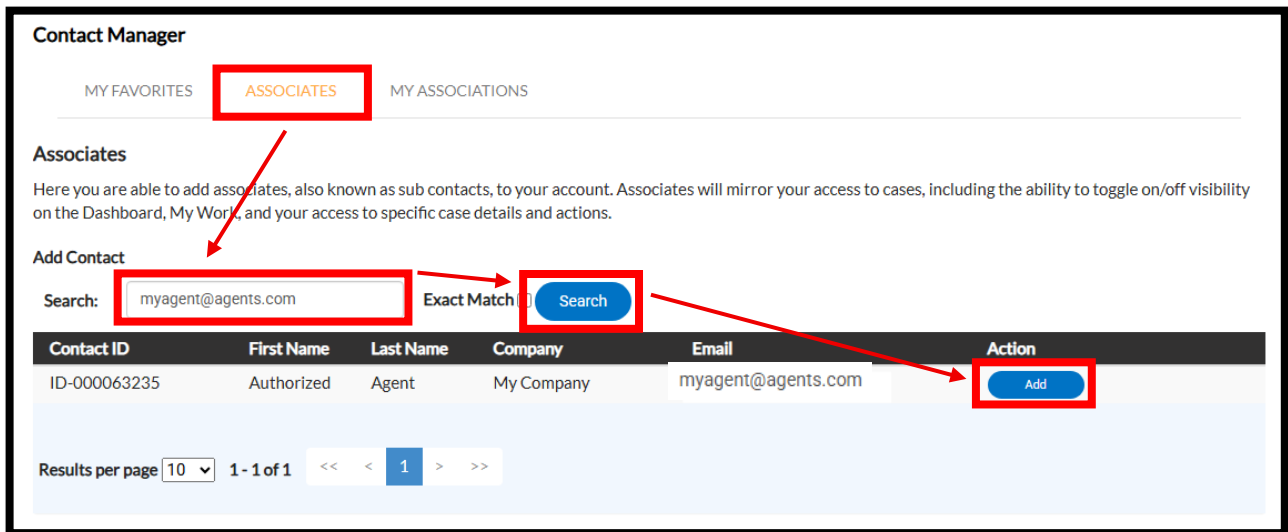
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- Click the drop-down arrow next to the portal account name and then click the “Contact Manager” button.



- Click the “Associates” tab and enter the contact’s portal email address in the “Search” field. Click the “Search” button and then the “Add” button.

IMPORTANT: Employees and authorized agents **must register on the portal before you can grant them access.**



- If you need to revoke access, click the “Remove” button next to the contact’s name under the list of Existing Associates.