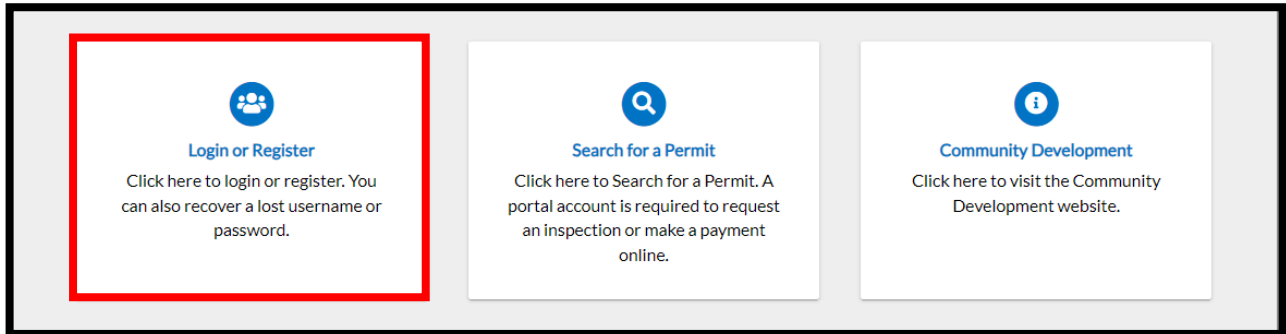


## COMMUNITY DEVELOPMENT AUTHORIZED AGENT ACCESS GUIDE

### How to grant Portal access to an Authorized Agent

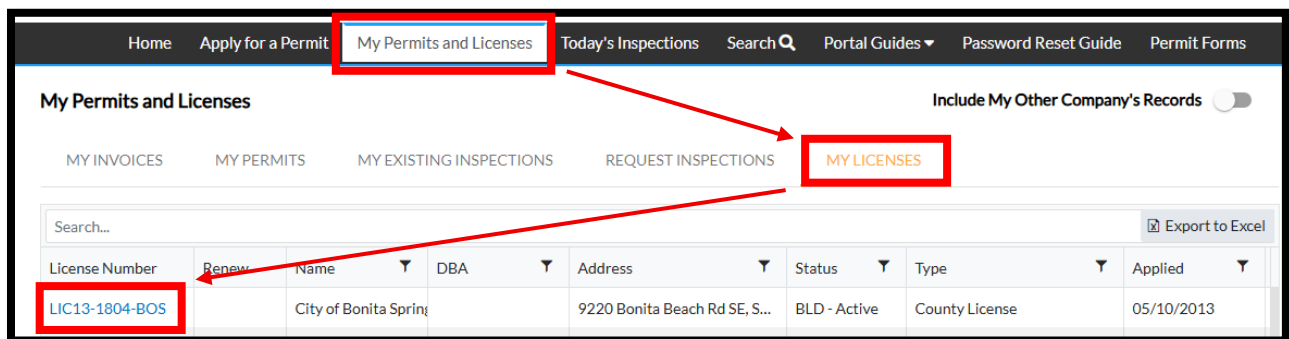
1. This guide is intended for the portal account associated with the License Holder. A portal account is required to grant access to your authorized agents (or employees).
2. Go to the portal homepage (or type [www.permitportal.org](http://www.permitportal.org) into your browser address bar and hit enter), 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”.

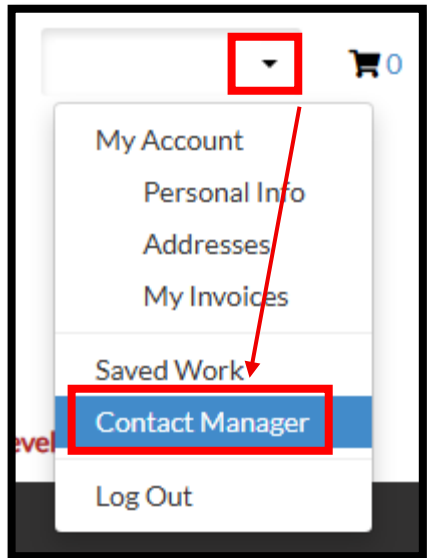
**IMPORTANT:** If you do not see the license(s) associated with your company, then your authorized agent (or employees) will not have access to your permits for uploading documents or renewing a license.

Please email [permitting@cityofbonitaspringscd.org](mailto: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.



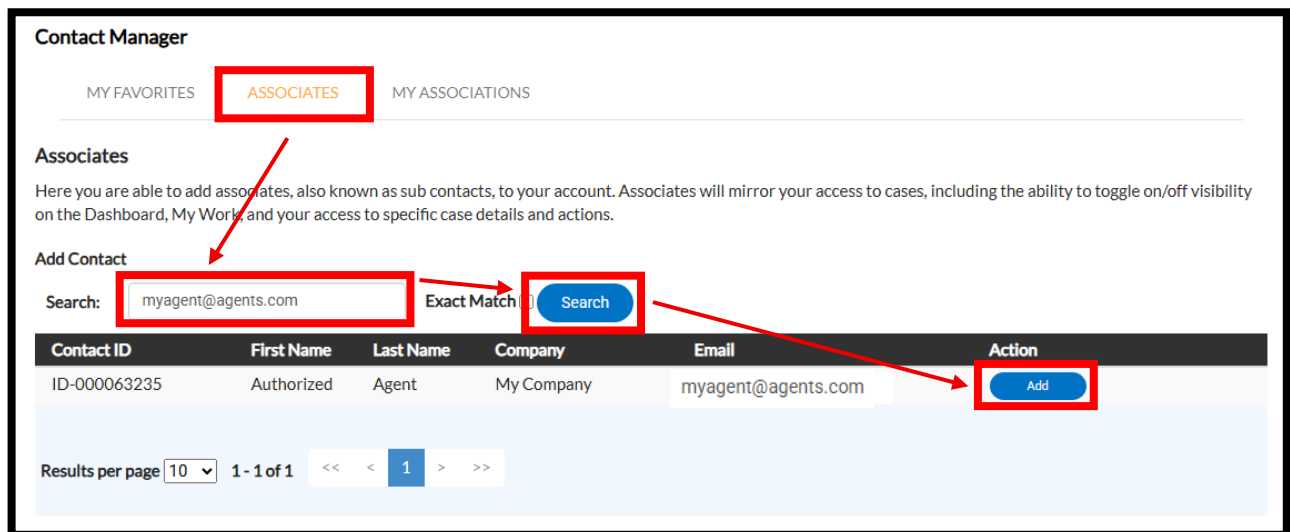
## COMMUNITY DEVELOPMENT AUTHORIZED AGENT ACCESS GUIDE

- 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:** The contact must be registered on the portal **before** adding them as an Associate (authorized agent or employee).



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