



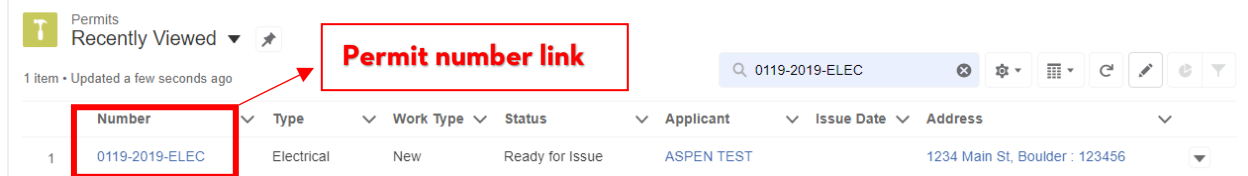
How to: Add a Contact to an Application

1. Log in to the [Applicant Portal](#)
2. Click on the **Permits Menu**



3. Open the permit by clicking on the permit number link

To open an item for details, click on the Number of the item. To sort the list, click on the arrow beside the Column Heading you prefer.



4. Click on the *Related Tab* (next to Details tab) and scroll down to *Fees* section.



5. Scroll down to Contacts section, and click on View All

DETAILS **RELATED**

📞 Contacts (2) New

CONTACT	ACCOUNT	TYPE	ACTIVE CONTRAC...
ASPEN TEST	TEST ASPEN GROUP	Applicant	1.00
		Contractor	0.00

View All

6. Click on New at the top right corner.

Permits > 0002-2019-BRES
Contacts

2 items • Updated a few seconds ago

New

Contact	Account	Type	Active Contractor Licen...	Number
1 ASPEN TEST	TEST ASPEN GROUP	Applicant	1.00	0008023
2		Contractor	0.00	0008024

7. Enter the information in each field for the person you want to add to an application.

New Permit Contact

Information

Number

Account

Contact

Permit

*Type

Other Type ⓘ

Cancel Save & New **Save**

***Important: The person you want to add as a contact on an application needs to be register with Salesforce.**

8. Click on Save, and you will grant access to the new contact for all details on an application.