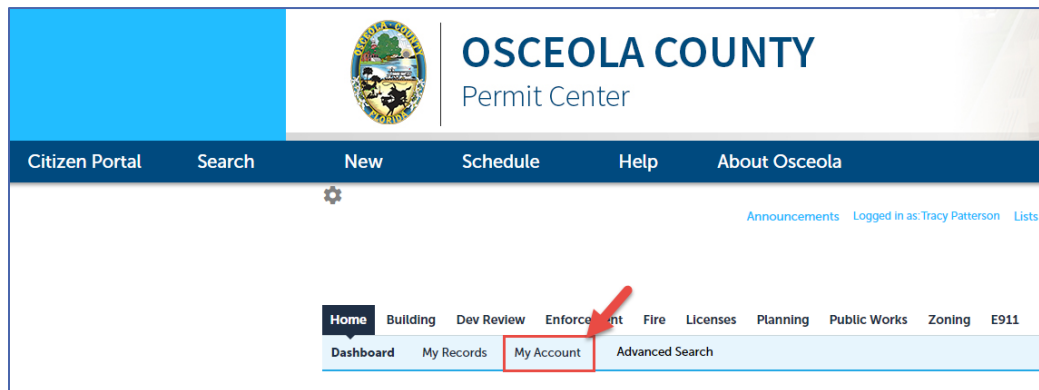


# ADDING A DELEGATE

## DELEGATES – ADDING AND DELETING

The delegate feature allows you to give someone else access to your account and/or records.

1. Select **My Account** from the home screen.



2. Scroll down to the bottom section of the page and select **Add a Delegate** next to *Delegates*.



3. Enter the **Name** and **E-mail Address** of the person you would like to give delegate access to.

A screenshot of the 'Add a Delegate' form. The title 'Add a Delegate' is in blue. Below the title is the instruction: 'Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.' There are two input fields: one labeled '\* Name' and one labeled '\* E-mail Address'. Red arrows point to each of these input fields.

**NOTE:** Delegates will need to create a user account **before** you will be able to register them as a Delegate.

- Delegates can view records across all categories unless you choose to restrict them to specific categories. Set the permissions you would like the delegate to have. Each item can be narrowed down by selecting the **Change** hyperlink.

**Set Delegate Permission**

*Delegates can view records across all categories unless you choose to restrict them to specific categories.*

**View Records in all categories** [\(Change\)](#)

*For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.*

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

- The categories will display in a pop-up box and each category can be expanded by selecting the plus sign next to the category. All items with a check mark will be the items the delegate will have permission to view/create/renew/manage. Select **Save** once all desired *Categories* have been chosen.


**Categories**

- Building (12/12)
- Dev Review (16/16)
- Enforcement (13/13)
- Fire (11/11)
- Licenses (3/3)
- Planning (13/13)
- Public Works (2/2)
- Zoning (20/20)
  - Administrative Waiver
  - Agricultural Form
  - Board of Adjustment

[Save](#) [Cancel](#)

- Select **I'm Not a robot** and follow the reCAPTCHA directions. Select **Invite a Delegate**.

I'm not a robot
 

  
 reCAPTCHA  
Privacy · Terms

[Invite a Delegate](#) [Cancel](#)

**NOTE:** The delegate will need to accept the request on the permitting website before having access. You will be able to view who has access by returning to the Delegate section.