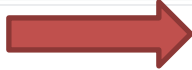


HOW TO ADD GUEST ACCESS TO YOUR PERMIT:

*****NOTE, If you have not already done so, you must first submit your application, then go back and add the “Guest Access”*****

First log into your account. Then click on “MY ACCOUNT”.

ida.com/dashboard/docs

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Permits & Documents

Document	Record ID	Location	Date Issued
Permit	Building Permit B-21-14	100 POCONO RD, , Brookfield CT 06804	Jan 8, 2021
Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019

Then click on either Applications or Permits and Docs

ida.com/dashboard/docs

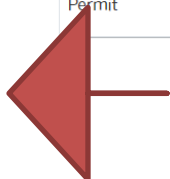
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Permits & Documents

Document	Record ID	Location	Date Issued
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Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019



Then click on the appropriate permit/application:

100PoconoRdAnnualPermit

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Permits & Documents

Document	Record ID	Location	Date Issued
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Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019

Then click on “GUESTS” and enter their email. Then click on “GRANT ACCESS”. Your guests will receive an email inviting them to either add documents, make payments etc.

100 Pocono Rd Annual Permit
Building Permit
B-21-14

Your Submission
Attachments
Guests (0)

Application Review
Building
Issue Permit
Inspection
Building Final Sign Off

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Enter guest's email here...

Grant Access

No guests with access to this record yet