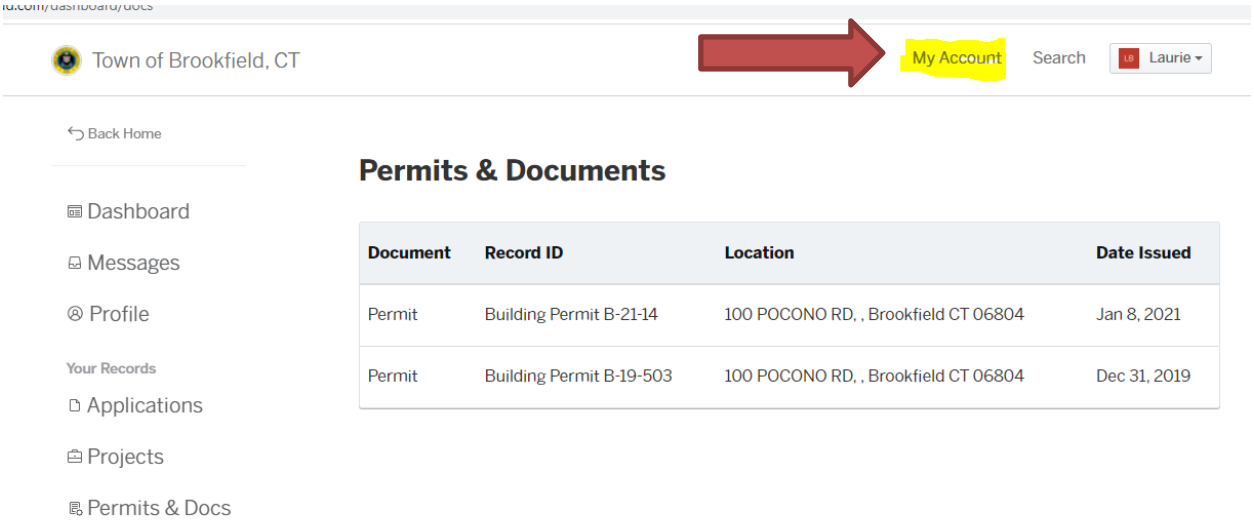
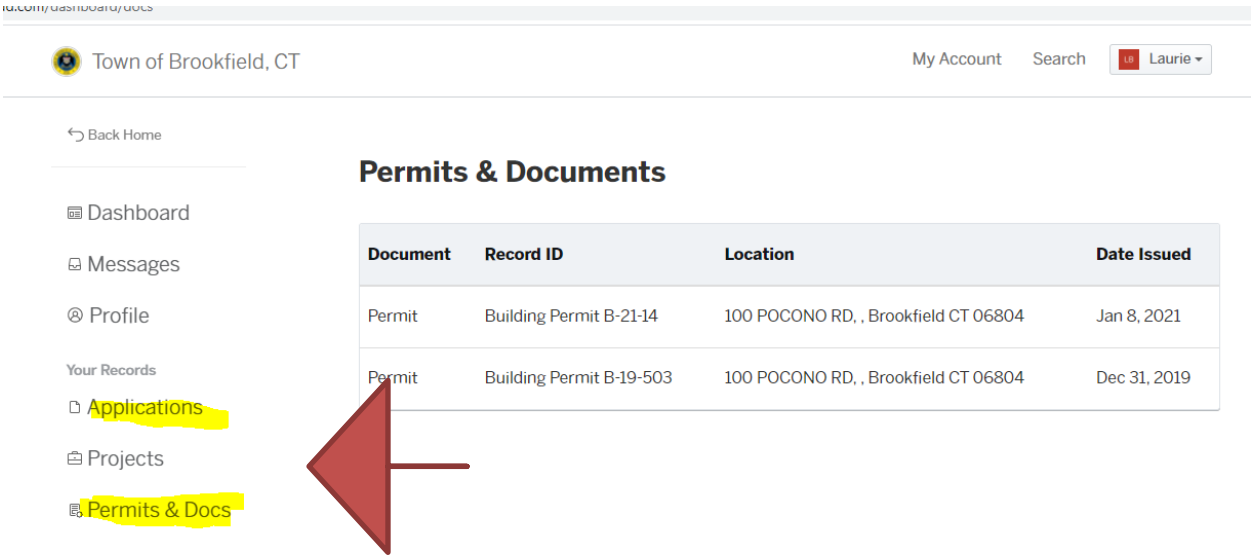
HOW TO ADD GUEST ACCESS TO YOUR PERMIT:

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

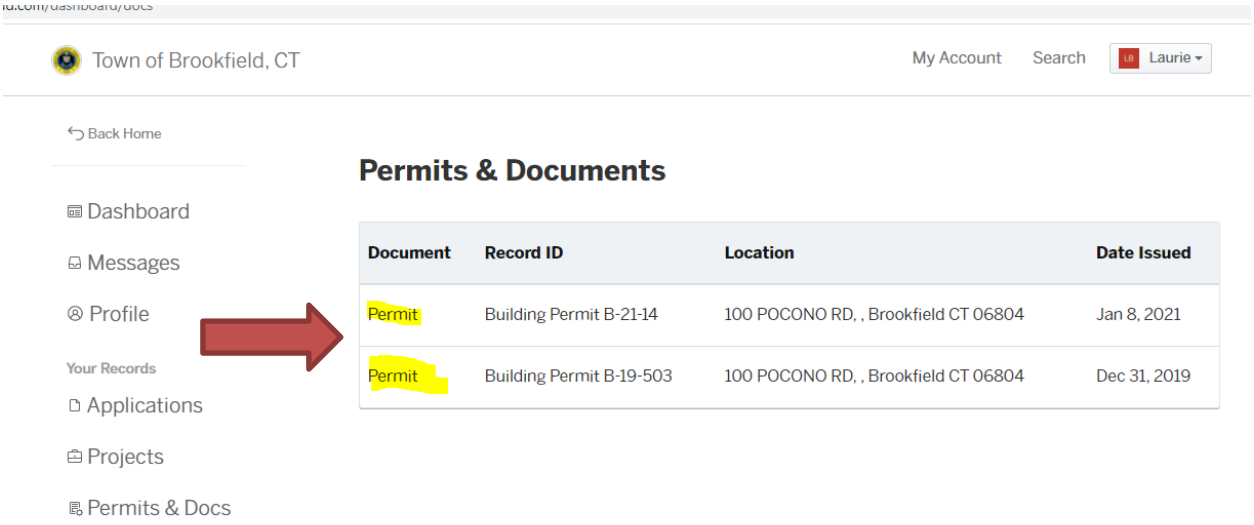
First log into your account. Then click on "MY ACCOUNT".



Then click on either Applications or Permits and Docs



Then click on the appropriate permit/application:



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