

## Adding and Removing Delegates

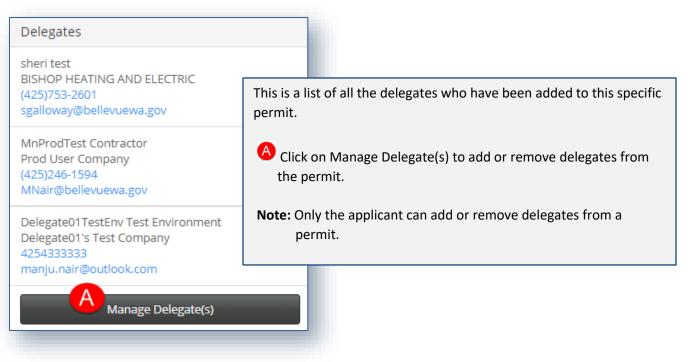
Adding a delegate to your permit authorizes someone else to perform the duties and responsibilities you have as the applicant and vies the individual(s) authority to:

- Pay invoices
- Upload new documents
- View all documents uploaded by the Jurisdiction

## **Delegates**:

- Must be a registered user with a separate account profile on MyBuildingPermit.com.
- Have complete access to the project and can perform the same actions as the applicant, including cancelling the project.
- Are copied on all emails sent to the project contact.
- Can view the application from their own dashboard.
- Can be added after the application has been accepted by the jurisdiction.

## **Managing Delegates:**





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Adding and Removing Delegates

Adding a delegate to your and gives the individual(s) • Pay invoices • Upload new docum • View all documents	authority to:		omeone else to perform the duties and responsibilities you have as the applicant
Search: Username	or Email		B
Suggested Project Deleg	ites (i)		Project Delegates est (sheri55)
The City of Bellevue	ri42)		dTest Contractor
The City of Bellevue TEST Sheri GallowayTest (MnContractor01_new) The City of Bellevue TEST Bubba Gump (gqcontract The City of Bellevue TEST Linh Kang (lkang8611) The City of Bellevue TEST Missy Marshall May	vor)	(MnP Prod ( Deleg Envir (Deleg Deleg	<ul> <li>On the Delegates page, you can search for a specific username or email of an active, registered MBP user you would like to add. If search is successful, the user will be added to the list of Suggested Project Delegates and can then be added to the Current Project Delegates.</li> <li>This is a list of registered users who are associated with your company (i.e. as a delegate on another permit, an associated user, etc.). To add a delegate, click on the bold name to highlight, and then click on the ▶ arrow to move to Current Project Delegates list.</li> <li>This is the list of current delegates added to permit. To remove a delegate, click on the bold name to highlight, and then click on the ▲ arrow to move to Suggested Project Delegates list.</li> </ul>

An email is sent to the delegate to confirm when added or deleted from an application:

MyBuildingPermit.com	
delegate, you can perform the same actions as the applicant. To view application details log into your account at <u>https://epermit.mybuildingpermit.com/Login</u> , go to the <b>Plan Review Dashboard</b> and enter the Permit # in the <b>Quick Search Field</b> .	
eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012	MyBuildingPermit.com
	You have been removed as a delegate to this application by Freda Flinstone.
	eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

On the Delegate's dashboard, applicable applications are designated with an tion next to the Permit #/App. ID:

				Project Name	Status
18 130305 BE 👪 BELLE	EVUE Build	lding	1213 145TH PL SE	In Process Test	Screened