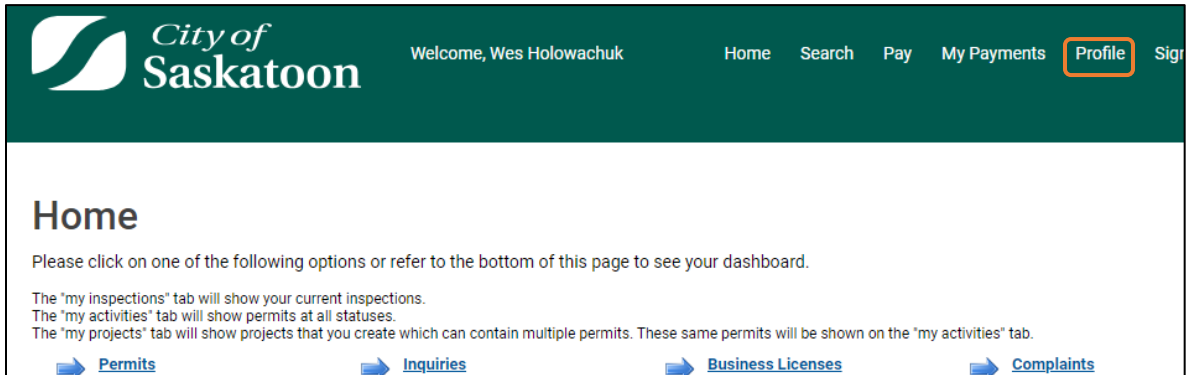


EPERMITTING GUIDE – PROFILE PAGE

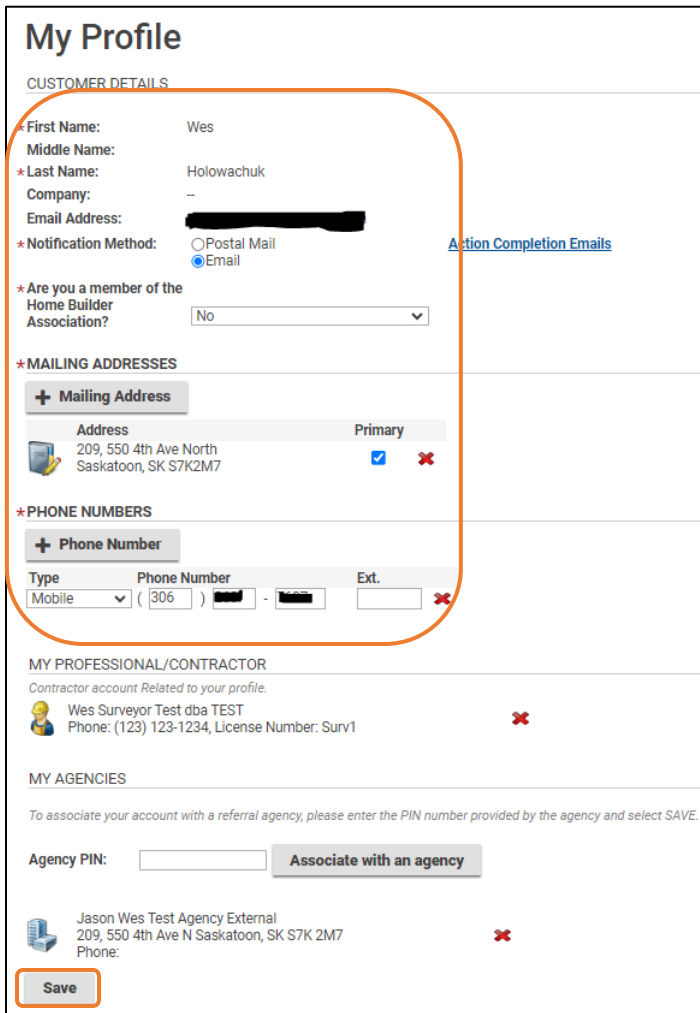
Customer details, email notification preferences, and associations with professional/contractor or agency accounts can be updated through the 'Profile' page.

Procedure

- **Navigate to the 'Profile' Page**
 - **Action: Click on the 'Profile' tab**



- **OPTIONAL – Update Customer Details**
 - **Action: Click on any editable customer details field, enter updated information and select the 'Save' button**



The screenshot shows the 'My Profile' page. The 'CUSTOMER DETAILS' section is highlighted with an orange box. The form includes fields for First Name, Middle Name, Last Name, Company, Email Address, Notification Method, and Home Builder Association. Below this are sections for Mailing Addresses and Phone Numbers. The 'Save' button is highlighted with an orange box.

- **OPTIONAL – Update Email Notifications**
 - **Action: Click on the ‘Action Completion Emails’ link**

My Profile

CUSTOMER DETAILS

* First Name: Wes
 * Middle Name: --
 * Last Name: Holowachuk
 Company: --
 Email Address: [Redacted]
 * Notification Method: Postal Mail Email [Action Completion Emails](#)
 * Are you a member of the Home Builder Association? [No]

- **OPTIONAL – Select Email Notification Preferences**
 - **PLEASE DO NOT uncheck the ‘APPLICANT REVISIONS’ process.** This process is used to notify applicants if revisions are required to proceed with a review.
 - **Action: Check or uncheck action completion emails, then select the ‘Save’ button**

Profile

Once you are done selecting which actions you would like to receive emails for, click save and then click "Profile" at the top of the page to return to your profile.

Email address: wesholowachuk@gmail.com

Receive email when my action is needed:
 ACTION COMPLETION EMAILS
 If emails are checked off below, please do not uncheck those. Check off any additional email notifications you would like.

Receive email when action is complete:	Receive Email?
Amend Permit	<input checked="" type="checkbox"/>
Applicant Revisions	<input checked="" type="checkbox"/>
Cancel Permit	<input checked="" type="checkbox"/>
Completeness Check (Permitting)	<input checked="" type="checkbox"/>
Perform Inspection	<input type="checkbox"/>
Perform Reinspection	<input type="checkbox"/>
Provide Further Information (Permitting)	<input checked="" type="checkbox"/>
Request Inspection	<input checked="" type="checkbox"/>
Reviews Complete	<input checked="" type="checkbox"/>
Withdraw Permit Application	<input checked="" type="checkbox"/>

Back Save

- **Updating Professional / Contractor Profile Details**
 - If your account is associated with a Professional / Contractor account, you can update the Professional / Contractor details by following these steps.
 - **Action: Click on the professional / contractor object under ‘My Profile’**

My Profile

CUSTOMER DETAILS

* First Name: Wes
 * Middle Name: --
 * Last Name: Holowachuk
 Company: --
 Email Address: [Redacted]
 * Notification Method: Postal Mail Email [Action Completion Emails](#)
 * Are you a member of the Home Builder Association? [No]

* MAILING ADDRESSES

+ Mailing Address

Address	Primary
209, 550 4th Ave North Saskatoon, SK S7K2M7	<input checked="" type="checkbox"/> ✖

* PHONE NUMBERS

+ Phone Number

Type	Phone Number	Ext.
Mobile	(306) [Redacted] - [Redacted]	[Redacted] ✖

MY PROFESSIONAL/CONTRACTOR
 Contractor account Related to your profile.

Wes Surveyor Test dba TEST
 Phone: (123) 123-1234, License Number: Surv1 ✖

MY AGENCIES

- **OPTIONAL – Update Professional/Contractor Details**
 - **Action: Click on any editable detail fields, enter updated information and select the ‘Save’ button**

Professional/Contractor

Wes Surveyor Test dba TEST
Phone: (123) 123-1234, License Number: Surv1

DETAILS

ASSOCIATED ACCOUNTS

*Business Name:

Doing Business As:

Notification Method: ▼

Primary Phone Number: () -

Office Phone Number: () -

Cell Phone Number: () -

Fax Number: () -

Email Address:

PIN: 9MP-F72-2TS New PIN Use this PIN to allow other users to become associated with this contractor account.

MAILING ADDRESS

+ Mailing Address

Primary
Mailing Address

LICENSES

+ Professional/Contractor License

License Holder	License Type	License Number	Expiration Date	Status
<input style="width: 100%;" type="text" value="Wes Test"/>	<input style="width: 100%;" type="text" value="SURV - Surveyor"/> ▼	<input style="width: 100%;" type="text" value="Surv1"/>	<input style="width: 100%;" type="text" value="mmm dd, yyyy"/>	Active ✘

Save

Screen ID: 10471