

## HOW TO ADD ADDITIONAL CONTACTS TO AN EXISTING PERMIT

- Open permit in CSS portal
- Under “Active” permits
- Open permit
- Click the permit number
  - This will open the permit with a row of tabs
  - Click on “contacts”
  - Add contact
  - Add contact “as” – Builder, plumbing contractor etc..
    - Search by “last name” or
    - “Company name” or
    - “Email”
  - Add
  - Save
  - Refresh