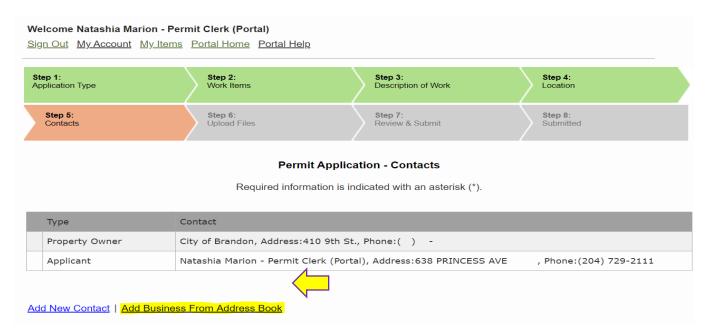
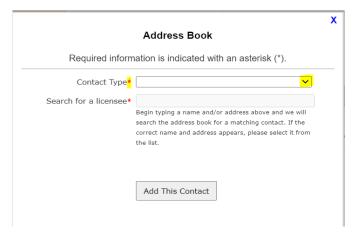


How to Add Contacts to Portal applications

 Step Five: Contacts - click on the link 'Add Business From Address Book' to open the Address Book menu



- Contact Type: click the drop down menu (arrow in yellow) and select Applicant (other options are available)
- 3. **Type in the name** of the contact to be added in the line 'Search for a Licensee' and the Address Book will search for best matches. Select the name and then click 'Add this Contact' button



*Both Contact Types get access to the permit but the **difference** is:

Applicant – Gets email notifications

Other Options – Doesn't get email notifications

Multiple people from one company can be added to the same application as long as they have their own Portal ID with different email addresses

4. The selected contact is now added to your application



If you require assistance please email amacpherson@loyalist.ca or call 613-386-7351 ext 128