

How to Add Contacts to Portal applications

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

Welcome Natasha Marion - Permit Clerk (Portal)
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Permit Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	City of Brandon, Address:410 9th St., Phone:() -
Applicant	Natashia Marion - Permit Clerk (Portal), Address:638 PRINCESS AVE , Phone:(204) 729-2111

[Add New Contact](#) | [Add Business From Address Book](#)



2. **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

Address Book

Required information is indicated with an asterisk (*).

Contact Type:

Search for a licensee*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

*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

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Applicant	Natashia Marion - Permit Clerk (Portal), Address:638 PRINCESS AVE , Phone:(204) 729-2111
Contractor	Contractor to be determined, Address:N/A

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