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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

Sign Out My Account My Step 1: Application Type	Step 2: Work Items	Step 3: Description of Work	Step 4: Location
Step 5: Contacts	Step 6: Upload Files	Step 7: Review & Submit	Step 8: Submitted
Туре	Required inform	ation is indicated with an asterisk (*).	
Property Owner	City of Brandon, Address:4:	10 9th St., Phone:() -	
Applicant	Natashia Marion - Permit Cl	erk (Portal), Address:638 PRINCES	5 AVE , Phone:(204) 729-2111

- 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 inform	nation is indicated with an asterisk (*).
Contact Type <mark>*</mark>	·
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.
	Add This Contact

*<u>Both Contact Types get access to the</u> 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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Step 5:	Step 6:	Step 7:	Step 8:
Contacts	Upload Files	Review & Submit	Submitted
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If you require assistance please email amacpherson@loyalist.ca or call 613-386-7351 ext 128