

## **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

City of Saskatoon	Welcome, Wes Holowachuk	Home Search	Pay	My Payments	Profile	Sigi
Home						
Please click on one of the following options or refer to the bottom of this page to see your dashboard.						
The "my inspections" tab will show your current inspections. The "my activities" tab will show permits at all statuses. The "my projects" tab will show projects that you create which can contain multiple permits. These same permits will be shown on the "my activities" tab.						
Permits	<u>Inquiries</u>	Business Licenses		📄 Comp	laints	

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

My Profile	1		
CUSTOMER DETAILS		_	
First Name: Middle Name:	Wes		
* Last Name: Company:	Holowachuk		
Email Address:			
* Notification Method:	○Postal Mail ●Email	<u>A ti</u>	on Completion Emails
* Are you a member of the Home Builder Association?	No	~	
+ Mailing Address			
Address 209, 550 4th Ave	North	imary	
Saskatoon, SK S	7K2M7	🗹 💥	
-			
*PHONE NUMBERS			
+ Phone Number			
Type Phone Mobile ✔ ( 306	Number Ex	t.	
MY PROFESSIONAL/C	ONTRACTOR		
Contractor account Relate	d to your profile.		
Wes Surveyor Tes Phone: (123) 123-	t dba TEST 1234, License Number: Surv1		×
MT AGENGIES			
To associate your account	with a referral agency, please ente	r the PIN number p	provided by the agency and select SAVE.
Agency PIN:	Associate w	ith an agency	
Jason Wes Test 209, 550 4th Ave Phone:	Agency External N Saskatoon, SK S7K 2M7		×

- **OPTIONAL Update Email Notifications** 
  - Action: Click on the 'Action Completion Emails' link

My Profile CUSTOMER DETAILS		
* First Name: Middle Name:	Wes	
* Last Name: Company:	Holowachuk	
Email Address: * Notification Method:	OPostal Mail	Action Completion Emails
* Are you a member of the Home Builder		

- **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 page to return to your profile. Email address: wesholowachul	would like to receive emails for, click save and then click 'Profile" at the top of the @gmail.com
Receive email when my action is needed: ACTION COMPLETION EMAILS	
If emails are checked off below, please do not u	incheck those. Check off any additional email notifications you would like.
Receive email when action is complete:	Receive Email?
Amend Permit	
Applicant Revisions	
Cancel Permit	
Completeness Check (Permitting)	
Perform Inspection	
Perform Reinspection	
Provide Further Information (Permitting)	
Request Inspection	
Reviews Complete	
Withdraw Permit Application	
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.
  - o Action: Click on the professional / contractor object under 'My Profile'

SSST SHERE DE TAILO		
First Name:	Wes	
Middle Name:		
Last Name:	Holowachuk	
Company:		
Email Address:		
Notification Method:	OPostal Mail     Action	Completion Emails
Are you a member of the	2	
Association?	No 🗸	
Address 209, 550 4th Ave Saskatoon, SK S	North CALL KAR	
PHONE NUMBERS		
PHONE NUMBERS		
PHONE NUMBERS Phone Number Type Phone Mobile  (306	Number Ext.	
PHONE NUMBERS   Phone Number  Type Phone Mobile  ( 306  MY PROFESSIONAL/C	Number Ext.	
PHONE NUMBERS           + Phone Number           Type         Phone           Mobile         ( 306           MY PROFESSIONAL/C         Contractor account Relater	Number Ext.	

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

Wes Surveyor Test dba 1 Phone: (123) 123-1234,	Sional/Contra TEST License Number: Surv1	actor			
DETAILS	ASSOCIATED ACCC	UNTS			
*Business Name: Doing Business As: Notification Method: Primary Phone Number: Office Phone Number: Cell Phone Number: Fax Number: Email Address:		Wes Surveyor Test           TEST           (None)           (123)           123           -12           ()           -           ()           -           ()	234		
PIN:		9MP-F72-2TS	New PIN	Use this PIN to allow other contractor account.	r users to become associated with this
Hailing Address     Primary M	Aailing Address				
+ Professional/Con	tractor License				
License Holder Wes Test	License Type	License Number	r Expiration Da mmm dd, yy	ate Status yy Active	×
					Screen ID: 10471