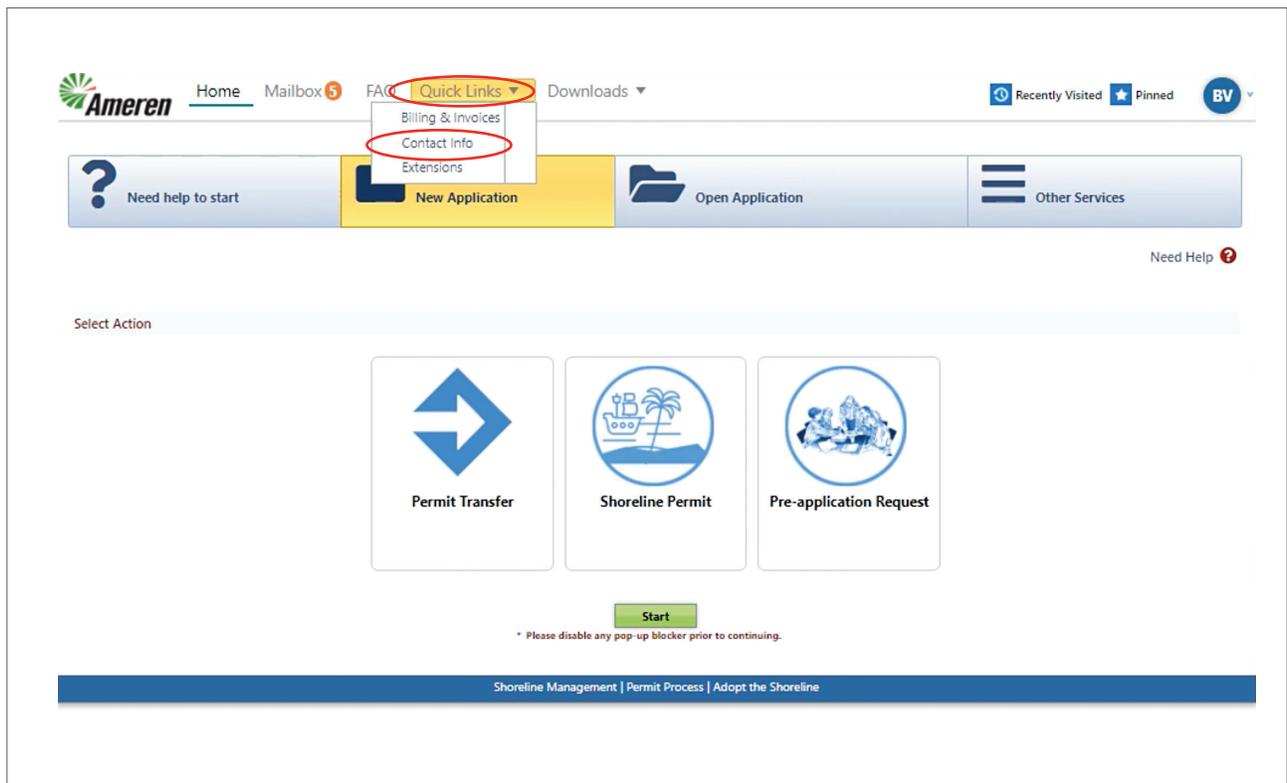


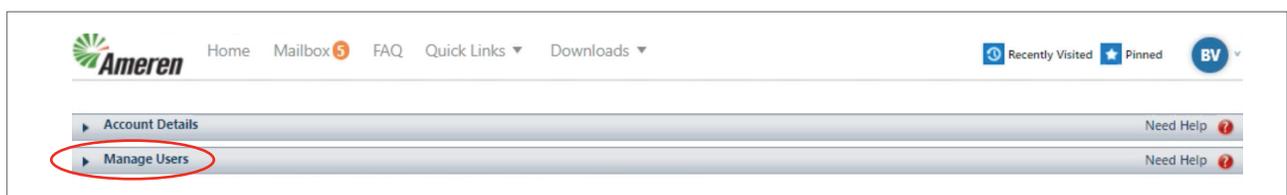
ADDING CDB or REALTOR INSTRUCTIONS



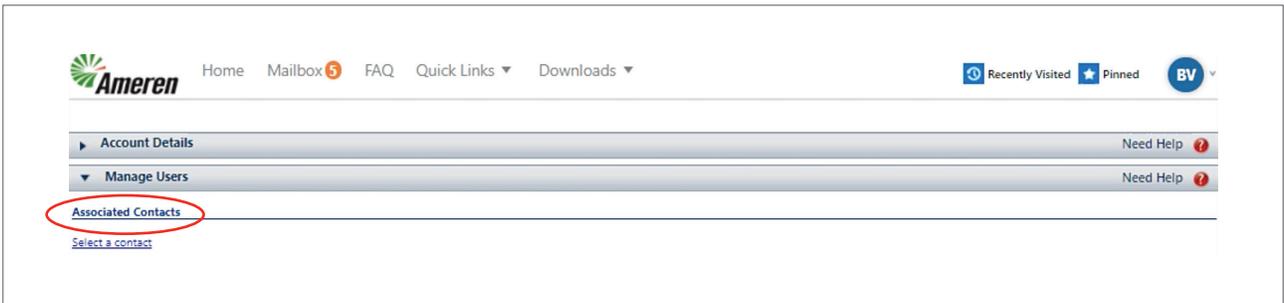
You may add a Certified Dock Builder or Realtor to your account by using the “**Quick Links**” dropdown at the top of the page. Choose “**Contact Info**”.



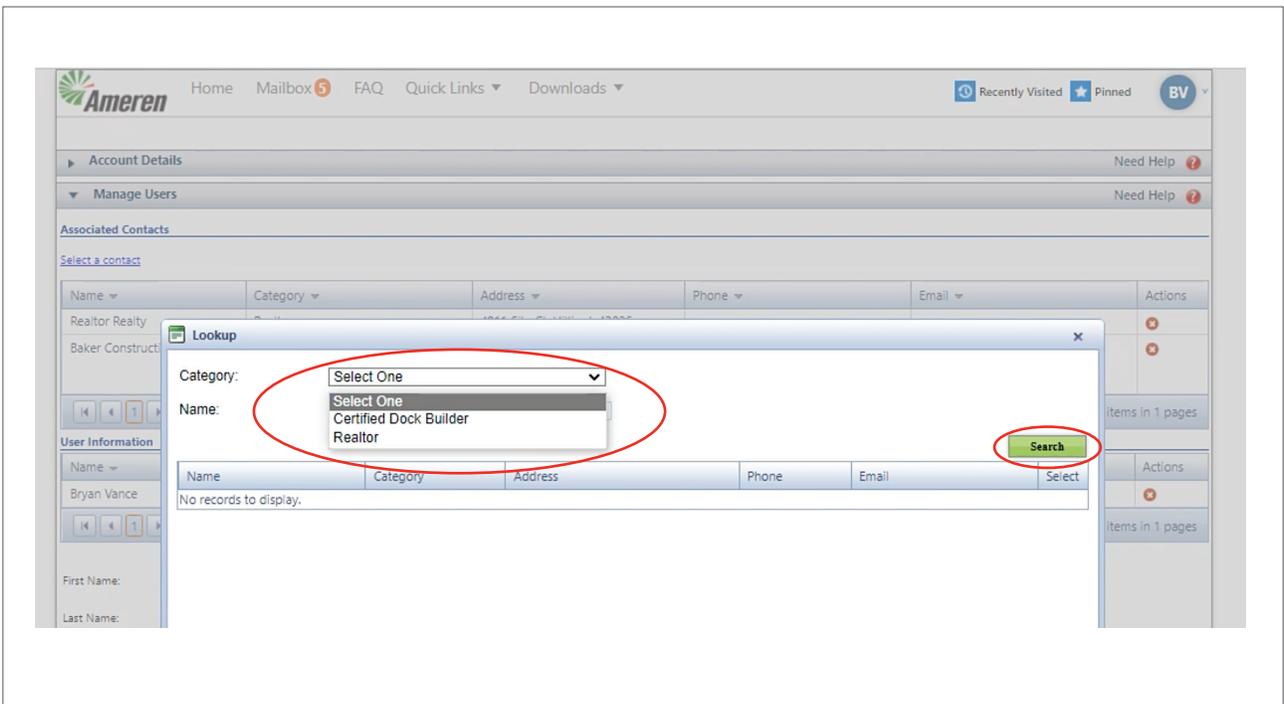
When the “**Contact Info**” page opens, you will find two panels that can be expanded or collapsed. Click on and expand the “**Manage Users**” panel.



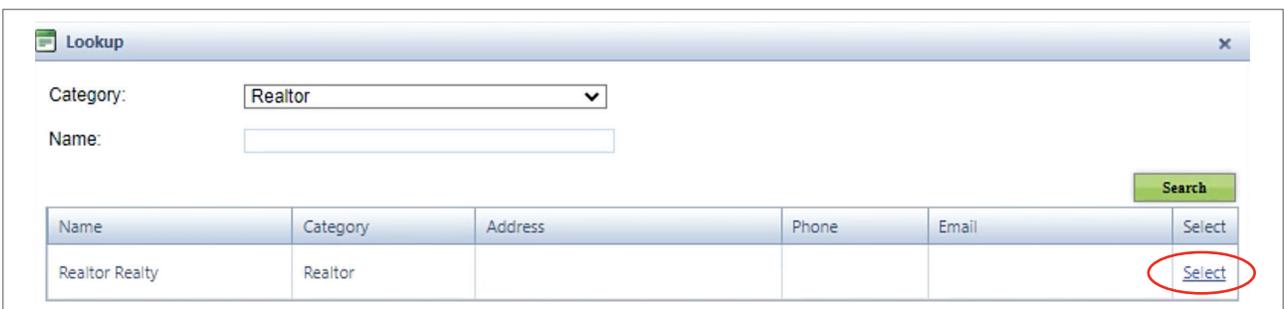
Once the panel is expanded, you will see the “Associated Contacts” section and you can select a contact.



The lookup box will appear, and you will choose your category by selecting Certified Dock Builder or Realtor and click on the green “Search Button”. (Please note: If your Certified Dock Builder or Realtor is not found, they do not have an account in the permitting system and cannot be connected to your account.)



Once your search is completed, you may add the contact by clicking on the blue “Select” link on the right side of the search.



Your selection will now show in the **“Associated Contacts”** panel. Click on the green **“Save”** button at the bottom of the page. Your associated contact is now able to interact with your account and access your information or submit applications and payments on your behalf.

▼ Manage Users
Need Help ?

Associated Contacts

[Select a contact](#)

Name ▼	Category ▼	Address ▼	Phone ▼	Email ▼	Actions
Realtor Realty	Realtor	4911 Silo Ct. Hilliard 43026			+

1 items in 1 pages

User Information

User Name ▼	Name ▼	Role ▼	Email ▼	Primary Contact ▼	Active ▼	Actions
John Doe						

0 items in 1 pages

First Name:

Last Name:

User Name: *

Role: *

Position:

Operating Business Unit Name:

Make Landing Page after Login:

Active:

Primary:

Is Account Admin:

Mailing Address

Same as account details mailing address

Mailing Address:

State:

City/Town/Village:

Zip:

Preferred Contact

Work Phone: Ext:

Cell Phone:

Fax:

Email:

Notes:

Save

Signature:

No file chosen

Signature must be 200px * 70px (width * height)

