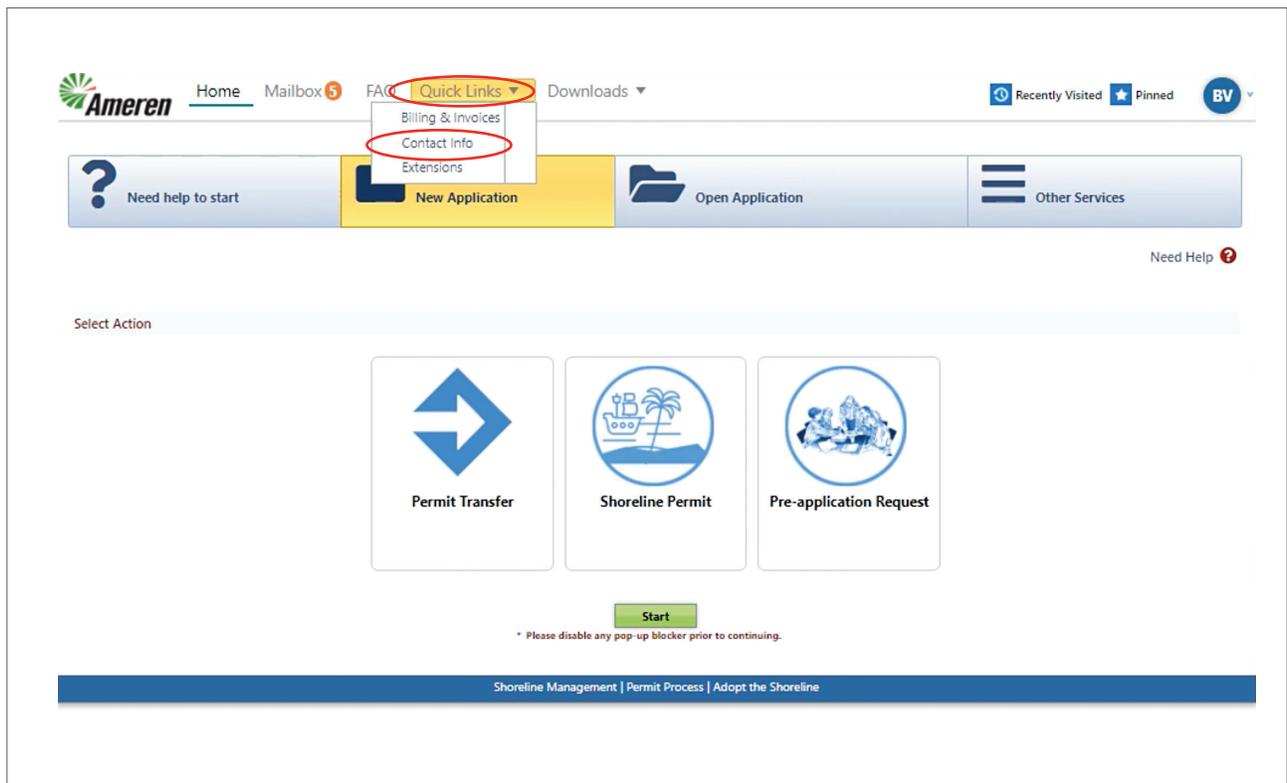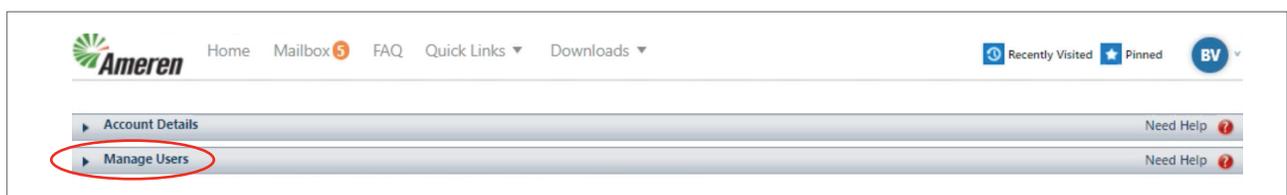# ADDING CDB or REALTOR
INSTRUCTIONS

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.
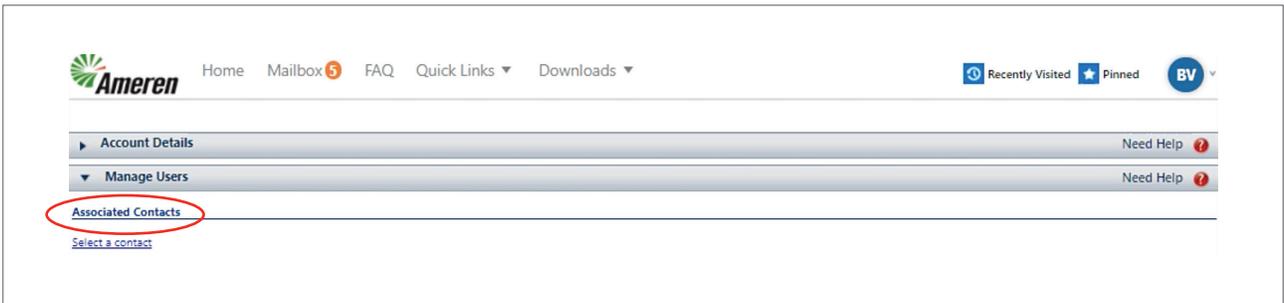
The lookup box will appear, and you will choose your category by selecting Certified Dock Builder or Realtor and click on the green "**Search Button**". *(Please note: If your Certified Dock Builder or Realtor is not found, they do not have an account in the permitting system and cannot be connected to your account.)*
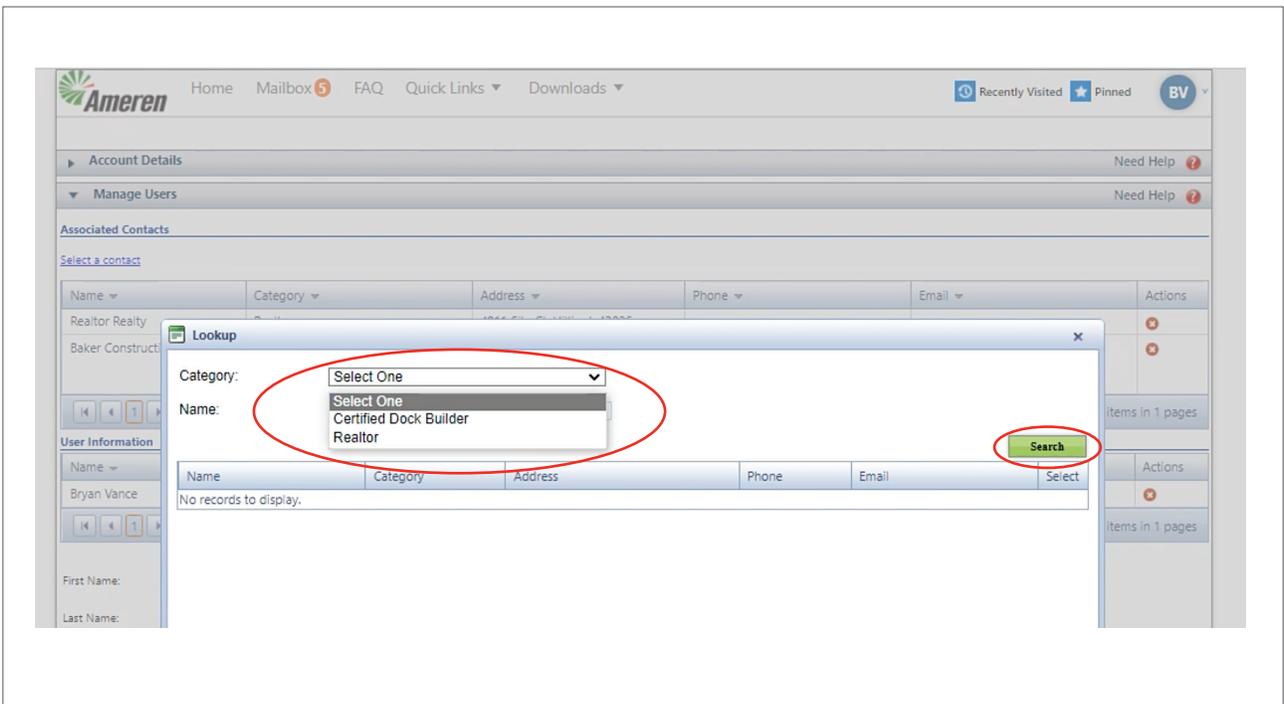
Once your search is completed, you may add the contact by clicking on the blue "**Select**" link on the right side of the search.
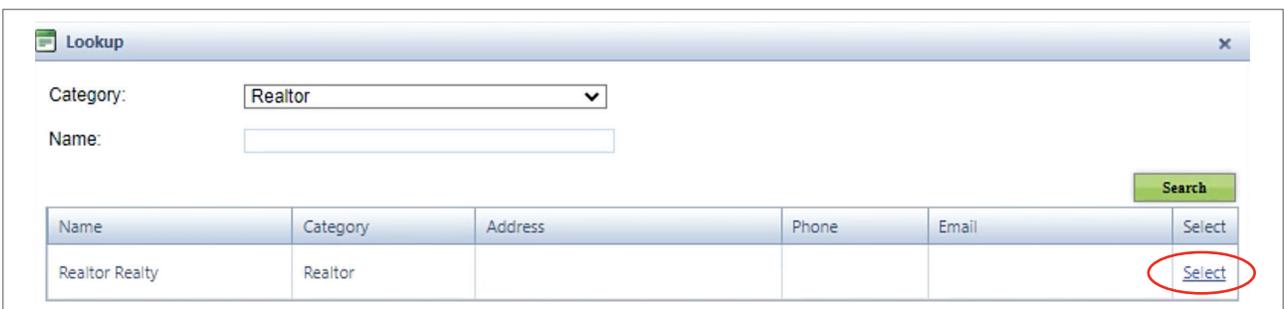
Your selection will now show in the "**Associated Contacts**" panel. Click on the green "**Save**" button at the bottom of the page. Your associated contact is now able to interact with your account and access your information or submit applications and payments on your behalf.