

AMG for BD .NET – Multiple Account Linking, Contractors

Questions? Call us at (855) 272-7638 and ask for the I.T. Department, or email tech@bsasoftware.com.

AccessMyGov can grant other AMG users the ability to view permit/inspection history, schedule inspections, and apply for permits on your behalf. This is useful if you have several people who handle the same workload and also makes sharing of the same AMG username and password across several people unnecessary.

To use this feature, a default AMG user must be created and linked to your contractor account within your municipality's BD .NET database (this process has not changed). Once this linkage has been made, through the AMG website you can then grant additional users the rights to schedule inspections and/or apply for permits in your name (the ability to view permit/inspection information under View My Activity is a default option; when another user is granted the rights to Schedule an Inspection OR Apply for a Permit, seeing data from this view is automatic).

In summary, only one AMG user must be linked to a single contractor account in your municipality's database. Once this is completed however, you may grant multiple other AMG accounts the rights to do work through the website as necessary.

Granting AMG Users Security Rights

When logged in with your linked AMG account, granting rights to additional users can be done by going to Account Settings → Edit Your Information → Grant User Permissions, or through a shortcut in the upper-right corner of the View My Activity page.

Home > Account Settings > Edit Your Information

Edit Your Information

Edit your account information below.

User Information Change Password Account Balance **Grant User Permissions**

Grant User Permissions

Grant other AccessMyGov users to perform tasks on your behalf.

All linked users may view your account's permit and inspection history. You may also choose to allow them to schedule inspections or apply for permits on your behalf.

User	Can Schedule Inspections	Can Apply For Permits	
markemphysis	Yes	Yes	<input type="button" value="Edit"/> <input type="button" value="Unlink"/>

My Building Department Activities

Manage permits, inspections, and other tasks with the building department.

View activity with:

If the desired municipality is not in this list, [click here to add another](#).

Inspections

View, reschedule or cancel inspections.

Only Show Future Inspections

Property Address	Inspection Type	Scheduled Date	Completed Date	Result	Linked Record
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From there, click Add User and insert the given name of the user you wish to grant rights to. The system will automatically check if the entered user exists, and if verified, you can then choose whether they can schedule inspections, apply for permits, or both.

Changes to the Inspection Scheduling Process

If you do grant rights to another AMG user, there will be only one visible difference when scheduling inspections: on the first step, there will be a drop-down that allows the applicant to filter the available list of permits for inspections by the AccessMyGov user. If the user you have given rights to schedule inspections on is also a contractor, this will help determine which list of inspections to choose from.



Schedule an Inspection

Submit an inspection request for a permit online.

Select a Permit	<u>Select Inspection Type and Date</u>	<u>Contact Information</u>
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Step 1: Select a Permit

Enter a Permit Number, including any dashes or spaces.

★ Permit Number: ex. PB14-0013

View Permits For:

Changes to the Permit Application Process

If you do grant rights to another AMG user, the only visible difference for permit applications is on the Enter Applicant Information step. If the user you are signed in as has rights to schedule permits for multiple contractors, you will need to choose the one they wish to use. If a licensee is required, the licensee grid will reload upon selecting the contractor to use.

<u>Select a Property</u> 24971 ABBEY DR	<u>Enter Permit Details</u> Building Commercial: Exempl...	Enter Applicant Information	<u>Estimate Fees</u>	<u>Add Attachments</u>
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Step 3: Enter Applicant Information

Enter your contact information and select the licensee who will be doing work on the permit (if necessary).

★ Phone Number:

Select a Contractor

★ Your account is linked to more than one contractor capable of applying for permits. Please select which contractor will be the applicant on this permit.

Name	Address	Phone	Federal ID
Bob Builder	500 Circle Ave	(555) 545 9894	6548941654
Adam Builders	100 W MAIN	(989) 454 6499	8675309121

A valid licensee is not required for this permit type.