

# AMG for BD .NET – Multiple Account Linking, Municipality

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

AccessMyGov can allow contractors to grant other AMG users the ability to view permit/inspection history, schedule inspections, and apply for permits on their behalf. This is useful if a contractor has 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 the correct contractor within your municipality's BD .NET database as usual (this process has not changed). Once that user's AMG account has been linked to their contractor account, through the AMG website they can then grant additional users the rights to schedule inspections and/or apply for permits in their 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 in your database. Once this is completed however, multiple employees of that contractor can register for new AMG accounts and be granted rights to do work through the website as necessary.

## Granting AMG Users Security Rights

When logged in with an AMG account which is linked to a contractor record, granting rights 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.

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

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

## Changes to the Inspection Scheduling Process

If a contractor does grant rights to another AMG user, the only visible difference they will see when scheduling an inspection is a drop-down that allows the applicant to filter the available list of permits for inspections by AccessMyGov user.

When the Only Allow Linked Contractors checkbox is on in the BD Online Settings screen, the system verifies that either the user has permission to the permit or has been granted permissions to schedule inspections for a contractor that does. This could either be a contractor or a subcontractor that has the Can Schedule Online Inspections flag on.



### Schedule an Inspection

Submit an inspection request for a permit online.

<b>Select a Permit</b>	<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 a contractor does grant rights to another AMG user, the only visible difference they will see for permit applications is on the Enter Applicant Information step. If the user is linked to multiple contractors, they must choose the one they wish use. If a licensee is required, the licensee grid will be reloaded upon selecting a contractor.

<b>Select a Property</b> 24971 ABBEY DR	<b>Enter Permit Details</b> Building Commercial: Exempl...	<b>Enter Applicant Information</b>	<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.