

# BS&A Online: Multiple Account Linking (Contractors)

Through BS&A Online (BSAO), it is possible to grant other 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 BSAO username and password across those people unnecessary.

To use this feature, a default BSAO user must be created and linked to your contractor record within your municipality's Cloud CD module. Once this linkage has been made, you can login to BSAO and grant those rights.

## Granting BSAO User Permissions

Go to Account Settings > Edit Your Information > Grant User Permissions or go 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	
markham@psps	Yes	Yes	<a href="#">Edit</a> <a href="#">Unlink</a>

[Add User](#)

### My Building Department Activities

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

View activity with: Sidewinder Township

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
					<a href="#">View</a>

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

When scheduling inspections, the only visible difference is a new drop-down that allows the applicant to filter the available list of permits for inspection by a BSAO user. If the user you have given rights to schedule inspections is also a contractor, this will help determine which list of inspections to choose from.

Select a Permit	Select Inspection Type and Date	Contact Information
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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:

Permit Number	Permit Type	Property Address
PE13-0013	Electrical	30678 VINE CT
PBR13-0032	Building Residential	30678 VINE CT

## Changes to the Permit Application process

For permit applications, the only visible change 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 a contractor.

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Fees	Add Attachments
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635 GIBSON ST  
Building Residential: abc

  

### 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
ATOM INC	2107 HILLTOP CT	810-391-3007	123456
Mark's Construction	14965 Abbey Lane		123445

## Additional Resources

Visit the Contractor Learning Center for more BS&A Online information and detailed walkthroughs

<https://www.bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center/>