

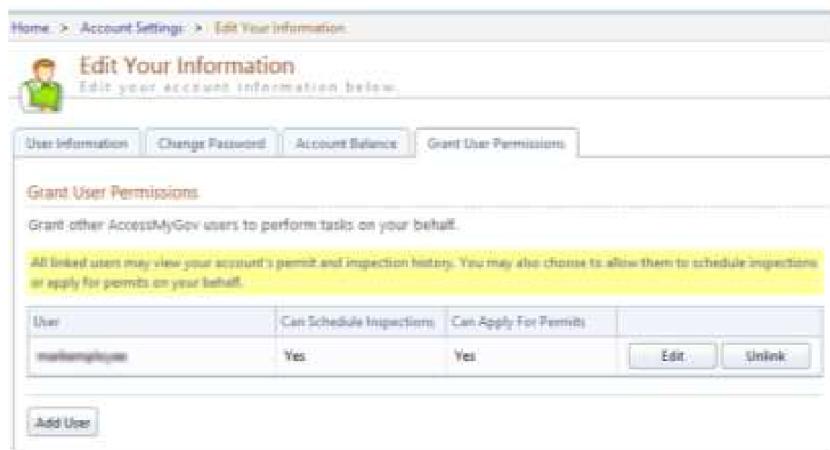
BS&A Online: Multiple Account Linking (Contractors)

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.

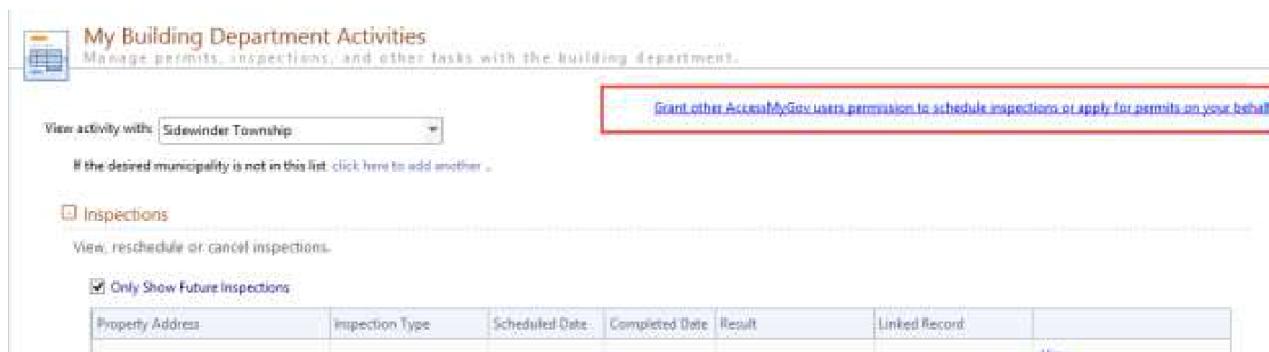
To use this feature, a default BSAO user must be created and linked to your contractor record within your municipality's Cloud CD module. Once this linkage has been made, you can login to BSAO and grant those rights.

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



| User | Can Schedule Inspections | Can Apply For Permits | |
|--------------|--------------------------|-----------------------|---|
| markemployee | Yes | Yes | Edit Unlink |



| Property Address | Inspection Type | Scheduled Date | Completed Date | Result | Linked Record |
|------------------|-----------------|----------------|----------------|--------|----------------------|
| | | | | | View |

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 |
|---------------------------------|---|-------------------------------------|

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 635 GIBSON ST | Enter Permit Details Building Residential: abc | Enter Applicant Information | Estimate Fees | Add Attachments |
|--|---|---|-------------------------------|---------------------------------|

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: (517) 641-8900

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/>