Add / Manage / Remove Associations

Link to website: https://energovweb.myokaloosa.com/energov_prod/selfservice#/home

Description:

This document will show you how to manage any associations that you have, need to make, or remove.

As a contractor: this will be anyone that you designate that will be pulling permits, managing permits, scheduling inspections, or paying invoices.

As an authorized agent: this will be for the contractor you are requesting access to pull permits, manage permits, schedule inspections, or pay invoices for.

Steps:
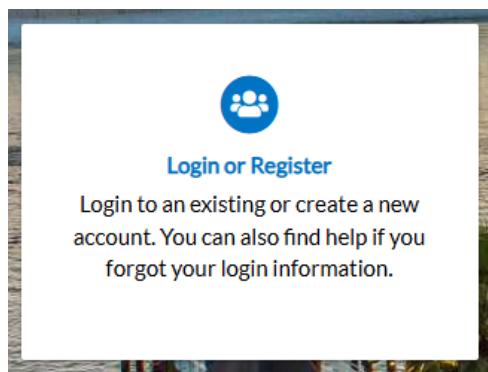
1. Sign-in   2. Profile > Contact Manager

>
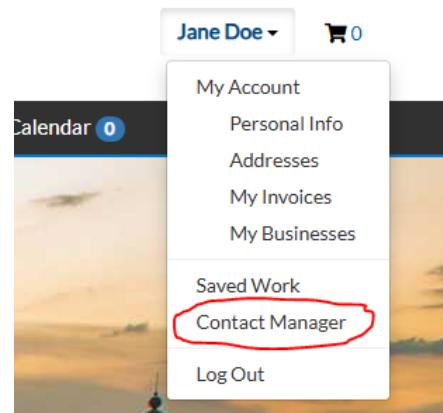
3. Select: My Associations
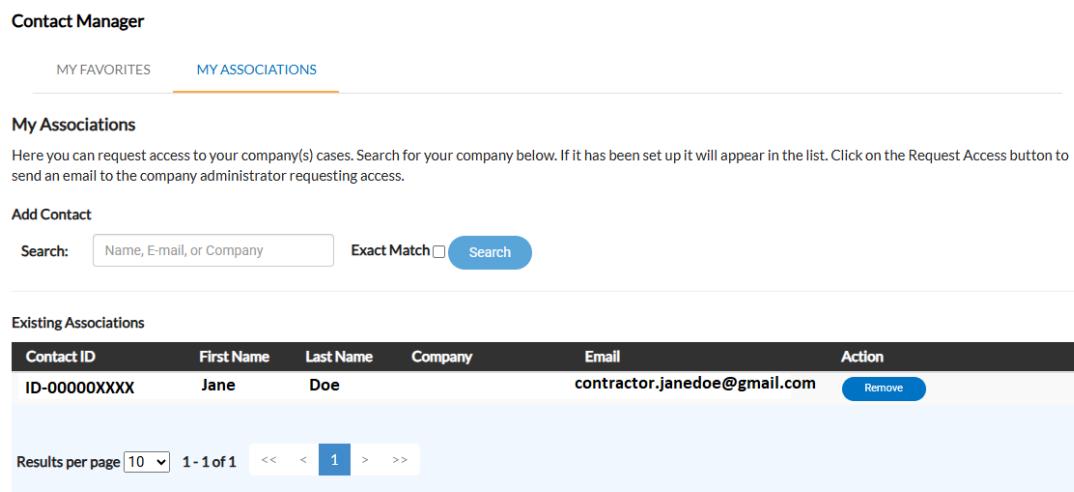
4. Manage Contacts

- Add Contact:
    - Add via name, e-mail, company, or internal account number

My Associations

Here you can request access to your company(s) cases. Search for your company below. If it has been set up it will appear in the list. Click on the Request Access button to send an email to the company administrator requesting access.

Add Contact

Search: [Name, E-mail, or Company]   Exact Match ☐   Search

- Delete Contact:
    - Under: Existing Associations > Action > Remove

Existing Associations

Contact ID	First Name	Last Name	Company	Email	Action
ID-00000XXXXX	Jane	Doe		contractor.janedoe@gmail.com	Remove

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