

## Add / Manage / Remove Associations

**Link to website:** [https://energovweb.myokaloosa.com/energov\\_prod/selfservice#/home](https://energovweb.myokaloosa.com/energov_prod/selfservice#/home)

**Description:**

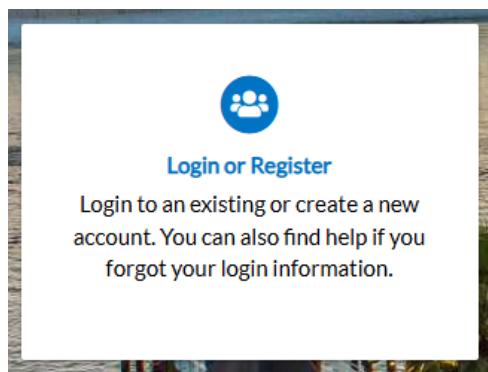
This document will show you how to manage any associations that you have, need to make, or remove.

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

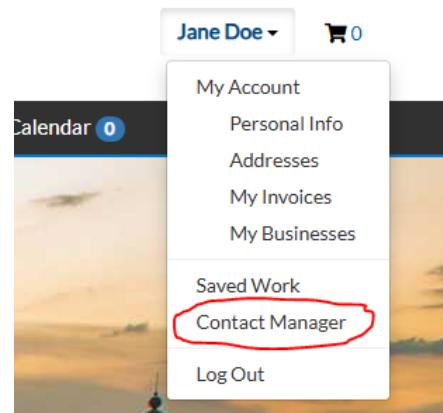
**As an authorized agent:** this will be for the contractor you are requesting access to pull permits, manage permits, schedule inspections, or pay invoices for.

**Steps:**

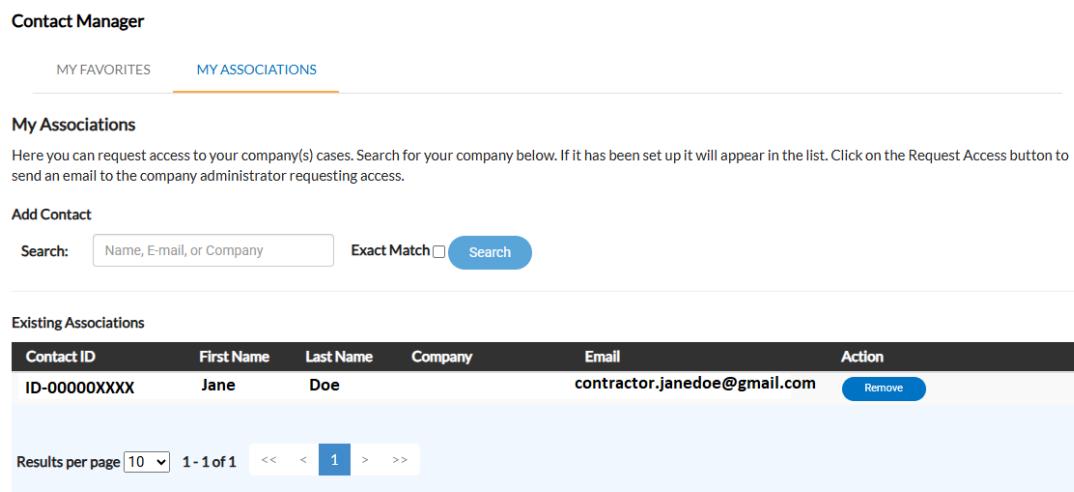
1. Sign-in



2. Profile > Contact Manager



3. Select: My Associations



The screenshot shows the 'Contact Manager' interface. At the top, there are tabs for 'MY FAVORITES' and 'MY ASSOCIATIONS', with 'MY ASSOCIATIONS' being the active tab. Below this, a section titled 'My Associations' contains a message: '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.' A search bar with placeholder text 'Name, E-mail, or Company' and a 'Search' button are present. The main area is titled 'Existing Associations' and shows a table with one row. The table columns are: Contact ID, First Name, Last Name, Company, Email, and Action. The data in the table is: Contact ID 'ID-00000XXXX', First Name 'Jane', Last Name 'Doe', Company 'contractor.janedoe@gmail.com', and Action 'Remove'. At the bottom, there are pagination controls: 'Results per page' (set to 10), '1-1 of 1', and navigation buttons '<< < > >>'.

#### 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:  Exact Match  [Search](#)

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- 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	<a href="#">Remove</a>

Results per page  1 - 1 of 1 << < [1](#) > >>