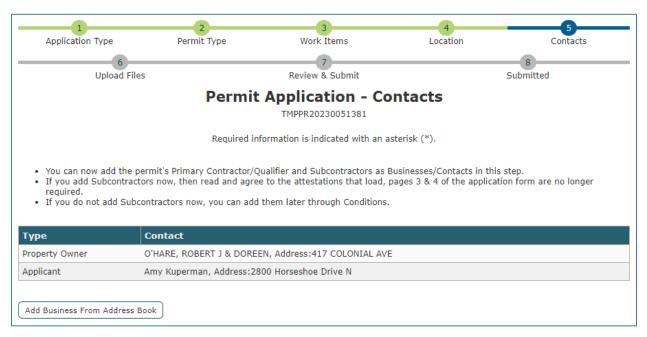
New Portal Features

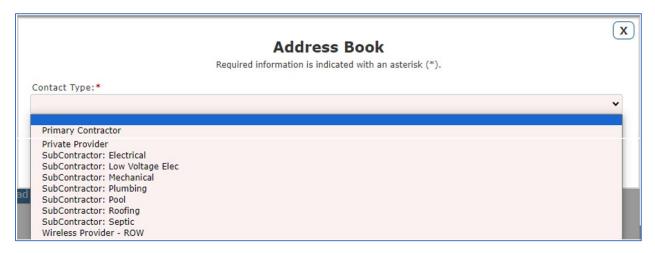
Qualifiers & SubContractors

A. Summary of Changes

1. Changes apply to the Contacts Screen, Portal Step 5.



2. When an applicant clicks the *Add Business from Address Book* button, they will see the new Contact Types:



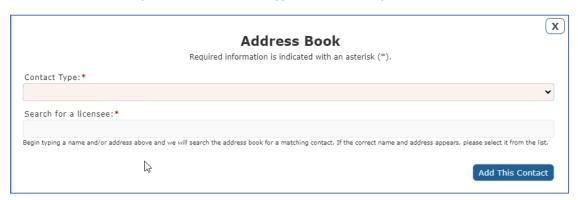
- 3. Changes in Contact Types:
 - 3.1. "Contractor" has been replaced with "Primary Contractor".
 - 3.1.1. Selecting a Primary Contractor requires the additional selection of a Qualifier.
 - 3.1.2. The Qualifiers are filtered by the Primary Contractor selection.
 - 3.2. "Contractor: "Trade/License" types have been replaced with SubContractor: "Trade/License"; for example, SubContractor: Electrical.

New Portal Features

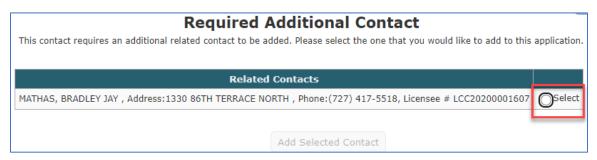
Qualifiers & SubContractors

B. Process Flow

- 4. Add Primary Contractor and Qualifier:
 - 4.1. Click the button Add Business From Address Book
 - 4.2. Select the Primary Contractor Contact Type, then choose your business.



4.3. When you click the Add This Contact button, a new box loads with the Qualifiers associated with the Primary Contractor you have selected. Click the radio button next to the correct Qualifier for the work being permitted.



- 4.4. You MUST select a Qualifier to continue with the application.
- 5. Add SubContractors:

Note: Applicants are not required to add SubContractors at application, but when required for the permitted work they must be added before the first inspection can be scheduled. If not added at application, then use the current *Upload to Condition* process for adding SubContractors.

- 5.1. Click the button Add Business From Address Book
- 5.2. Choose the type of SubContractor from the drop down list, then choose the business.
- 5.3. Qualifiers are not required for SubContractors.
- 5.4. Repeat to add all necessary SubContractors.
- 6. At Portal Step 7, Review & Submit:
 - 6.1. Check that you have selected the correct Contractors, Qualifier and SubContractors.
 - 6.1.1. If you find an error, you can scroll to the bottom of the page and use the *Previous Step*: buttons to go back and make corrections.
 - 6.1.2. To complete the submission of your application, you MUST read and agree to the attestations on this screen.

New Portal Features

Qualifiers & SubContractors

- 6.1.3. When you agree to these attestations on the Portal, they replace those currently on Pages 3 & 4 of the Application Form. These pages are no longer required as submittal items.
- *6.1.4.* If you have selected SubContractors, you will not be required to upload the SubContractor Affirmation form.
- 7. At Portal Step 8, Submitted:
 - 7.1. Applicants are strongly encouraged to use the of the choices you entered in the Portal.
 - 7.2. An email is generated notifying the Primary Contractor and all SubContractors that they have been added to the permit. A copy of the email is saved to Documents and Images on the permit.