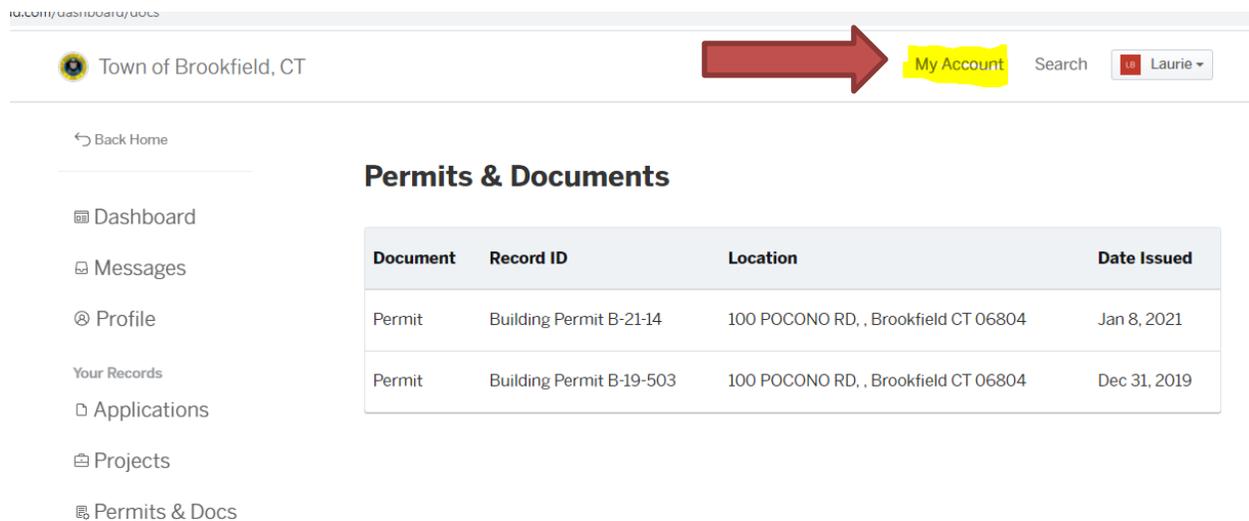


HOW TO ADD GUEST ACCESS TO YOUR PERMIT:

*****NOTE, If you have not already done so, you must first submit your application, then go back and add the "Guest Access"*****

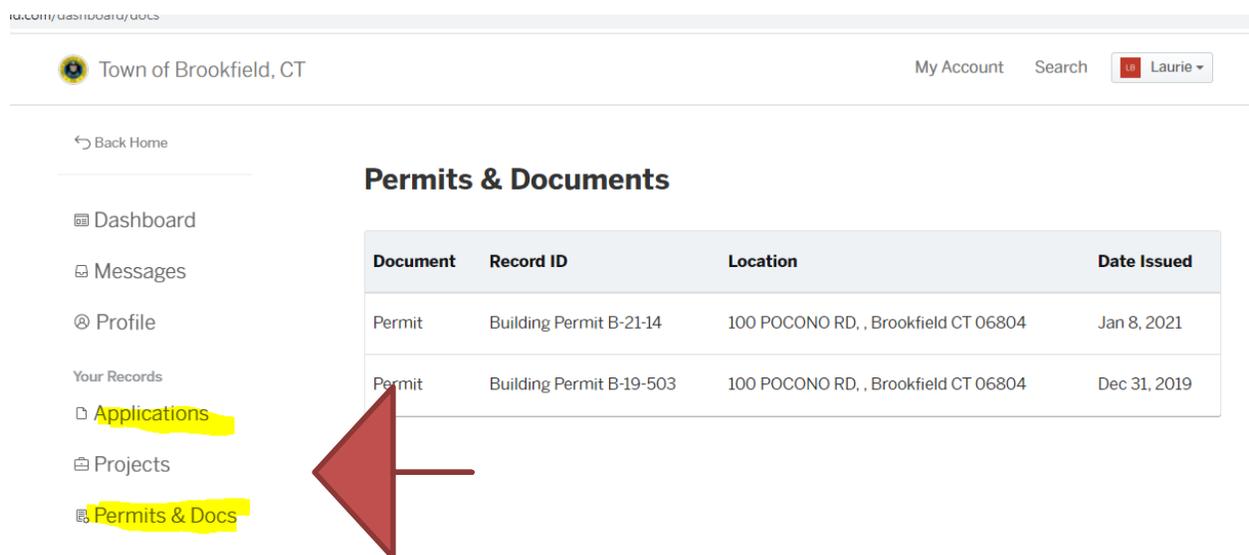
First log into your account. Then click on "MY ACCOUNT".



The screenshot shows the dashboard for the Town of Brookfield, CT. The top navigation bar includes the town name, a search bar, and a user profile dropdown for 'Laurie'. A red arrow points to the 'My Account' link, which is highlighted in yellow. The left sidebar contains a 'Back Home' link and a list of menu items: Dashboard, Messages, Profile, Your Records, Applications, Projects, and Permits & Docs. The main content area is titled 'Permits & Documents' and contains a table with the following data:

Document	Record ID	Location	Date Issued
Permit	Building Permit B-21-14	100 POCONO RD, , Brookfield CT 06804	Jan 8, 2021
Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019

Then click on either Applications or Permits and Docs



The screenshot shows the same dashboard as above. In this view, the 'Applications' and 'Permits & Docs' links in the left sidebar are highlighted in yellow. A red arrow points to these two links. The 'My Account' link in the top navigation bar is also visible. The main content area remains the same, displaying the 'Permits & Documents' table:

Document	Record ID	Location	Date Issued
Permit	Building Permit B-21-14	100 POCONO RD, , Brookfield CT 06804	Jan 8, 2021
Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019

Then click on the appropriate permit/application:

townofbrookfield.com/dashboard/records

Town of Brookfield, CT My Account Search Laurie

Back Home

Dashboard Messages Profile Your Records Applications Projects Permits & Docs

Permits & Documents

Document	Record ID	Location	Date Issued
Permit	Building Permit B-21-14	100 POCONO RD, , Brookfield CT 06804	Jan 8, 2021
Permit	Building Permit B-19-503	100 POCONO RD, , Brookfield CT 06804	Dec 31, 2019

Then click on "GUESTS" and enter their email. Then click on "GRANT ACCESS". Your guests will receive an email inviting them to either add documents, make payments etc.

100 Pocono Rd Annual Permit
Building Permit
B-21-14

Your Submission Attachments **Guests (0)**

- Application Review
- Building
- Issue Permit
- Inspection
- Building Final Sign Off

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Grant Access

No guests with access to this record yet