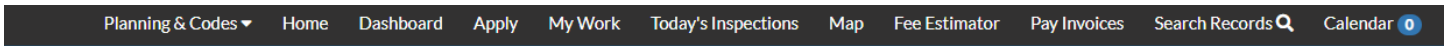




How to Add a Contact

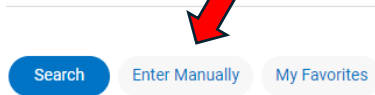
Step 1: To enter new contact for the first time, select **Enter Manually**.



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Add Contact

Add Contact As : Licensed Contractor



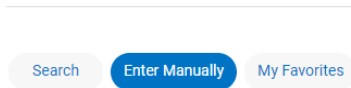
Search

- If the contact is a licensed contractor or holds a certificate with the Department of Professional and Occupational Regulation (DPOR), and you wish to include their certificate information, please click on **Click here to add State Certification certificate**.

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Add Contact

Add Contact As : Licensed Contractor



Enter Manually

Certificates [Click here to add certificate](#)

* First Name

* Last Name

Company Name

Email


* Home Phone

* Mobile Phone


* Business Phone

- Select the Type of Certificate to choose State Certificate and enter the **Certificate Number** (do not include dashes). Then click **Verify**.

Add Certificate

 *Type

*Certificate Number




- If the certificate number is found within the DPOR database, you will be prompted to enter additional information. Once you have completed all required sections please click **Save**.


Add Certificate


*Type

*Certificate Number

Company Name

Issued Date 

*Expiration Date 



- On you click **Save**, the popup window will close, and you will be able to enter the contact's information. Complete all required fields, indicated by a red asterisk (*). For phone numbers, you have the option to provide, home, mobile, or business numbers. You only need to enter one phone number, preferably the one you are most likely to answer or check for voicemails.

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Add Contact

Add Contact As : Licensed Contractor

Search **Enter Manually** My Favorites

Enter Manually

Certificates [Click here to add certificate](#)

* First Name

* Last Name


Company Name

Email



* Home Phone

* Mobile Phone


* Business Phone

 **Submit**

- While an email address is not mandatory, it is recommended to include it. This allows the contact to receive updates on permits and communications from reviewers.
- After filling in all necessary information, click “Submit.”
- For subsequent entries of the same contact, use the search bar to enter the contact's name and click on the magnifying glass icon. When the name appears, click on the star icon next to it to add the contact to your favorites.

 Search 

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
	First Name	Last Name				Add

Results per page 1 - 1 of 1 << < 1 > >>

- In the future, you can easily find this contact by selecting **My Favorites**, which will display your list of favorite contacts. From there, simply click **Add** to include the contact in your application.

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Add Contact

Add Contact As : Owner

The screenshot shows the 'Add Contact' interface. At the top, there is a navigation bar with three tabs: 'Search', 'Enter Manually', and 'My Favorites'. A red arrow points to the 'My Favorites' tab. Below the tabs is a search input field containing the text 'First' and a search icon. To the right of the search field is a dropdown menu labeled 'Sort' with 'Relevance' selected. Below the search field is a table with the following columns: 'Favorite', 'First Name', 'Last Name', 'Address', 'Company', 'Email', and 'Action'. The table contains one row with a blue star icon in the 'Favorite' column, 'First' in the 'First Name' column, 'Last' in the 'Last Name' column, and an 'Add' button in the 'Action' column. A red arrow points to the 'Add' button. Below the table is a pagination bar with the text 'Results per page' followed by a dropdown menu set to '10', '1 - 1 of 1', and navigation arrows. The number '1' is highlighted in a blue box.

- Once you click **Add** you will be redirected back to the Contact portion of your application.

*If you have any questions regarding adding a contact, please contact the Application Services Team at applicationservices@albemarle.org