ADDING PERMIT AGENTS

Once your STARS2 account is approved, you may begin adding Permit Agents ("Agents") to the account. Each agent has access to all permit applications and processed permits created contained in the STARS2 account, even if it was created or submitted by another Agent. As a Permit Agent Administrator ("Administrator") you have the ability to create additional Administrators.

1. From the menu on the left, under Manage, select Permit Agents

2. Select the Add Permit Agents link located above the permit queue

3. Fill out each field of the Permit Agent Form:

Permit Agent Form   ✖

All form fields are required.

First Name*

Last Name*

Phone*

Fax*

Username*

Email*

Confirm Email*

Permit Agent Administrator? *

Select Admin Status ▾

Save   Cancel

    a. First Name: Agent's first name

    b. Last Name: Agent's last name

    c. Phone #: Agent's phone number

    d. Fax #: Agent's fax number

    e. Username: Select something that is easy to remember and at least 5 characters in length.

    f. Email : An email will be sent to this email address to verify that it is valid, working email address.

    g. Confirm Email: Re-enter to ensure you have inputted the information correctly

    h. Permit Agent Administrator: Select **Yes** if you would like this agent to be able to add or edit other agents' accounts. It is recommended that each company have at least two agents who have Administrator status in the event the other administrator is unavailable.

4. Select **Save**