

## How to Add Contacts to Portal applications

- Step Five: Contacts** - click on the link 'Add Business From Address Book' to open the Address Book menu

Welcome **Natashia Marion - Permit Clerk (Portal)**

[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Portal Help](#)



### Permit Application - Contacts

Required information is indicated with an asterisk (\*).

Type	Contact
Property Owner	City of Brandon, Address:410 9th St., Phone:( ) -
Applicant	Natashia Marion - Permit Clerk (Portal), Address:638 PRINCESS AVE , Phone:(204) 729-2111



[Add New Contact](#) | [Add Business From Address Book](#)

- Contact Type:** click the drop down menu (*arrow in yellow*) and select **Applicant** (*other options are available*)
- Type in the name** of the contact to be added in the line 'Search for a Licensee' and the Address Book will search for best matches. Select the name and then click 'Add this Contact' button

**Address Book** X

Required information is indicated with an asterisk (\*).

Contact Type  ▼

Search for a licensee\*

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please select it from the list.

**\*Both Contact Types get access to the permit but the difference is:**

**Applicant** – Gets email notifications

**Other Options** – Doesn't get email notifications

**Multiple people from one company can be added to the same application as long as they have their own Portal ID with different email addresses**

#### 4. The selected contact is now added to your application

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**Step 1:** Application Type    **Step 2:** Work Items    **Step 3:** Description of Work    **Step 4:** Location  
**Step 5:** Contacts    Step 6: Upload Files    Step 7: Review & Submit    Step 8: Submitted

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Applicant	Natashia Marion - Permit Clerk (Portal), Address:638 PRINCESS AVE , Phone:(204) 729-2111
<input checked="" type="checkbox"/> Contractor	Contractor to be determined, Address:N/A

[Add New Contact](#) | [Add Business From Address Book](#)

If you require assistance please email [planning@brandon.ca](mailto:planning@brandon.ca) or call 204-729-2110