

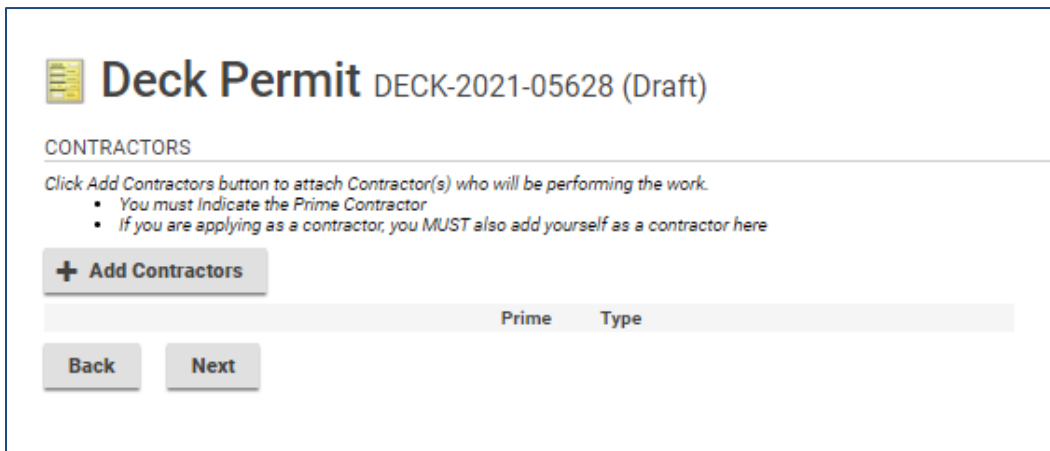
# Customer Portal

## How To: Add a Contractor to an Application

During the application process, you can indicate a contractor who will be conducting work. The contractor(s) doing work will appear on the printed permit and will be able to schedule inspections if required once the permit is issued.

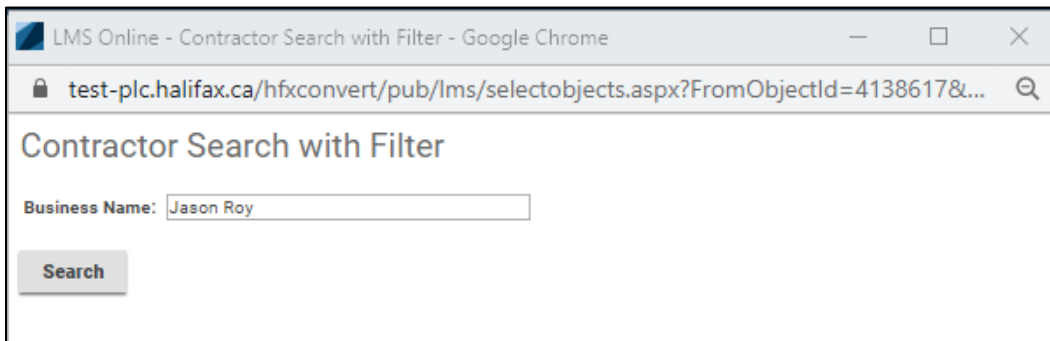
If you are applying as a contractor, you must add yourself as a contractor.

1. On the Contractor Page of the Application - Click [+ Add Contractors].



The screenshot shows a web interface for a 'Deck Permit' application. The title is 'Deck Permit DECK-2021-05628 (Draft)'. Below the title is a section labeled 'CONTRACTORS'. A message reads: 'Click Add Contractors button to attach Contractor(s) who will be performing the work.' Below this message are two bullet points: '• You must Indicate the Prime Contractor' and '• If you are applying as a contractor, you MUST also add yourself as a contractor here'. A button labeled '+ Add Contractors' is visible. Below the button is a table with columns for 'Prime' and 'Type'. At the bottom of the section are 'Back' and 'Next' buttons.

2. In the pop-up enter all or part of the contractor's business name and click Search.



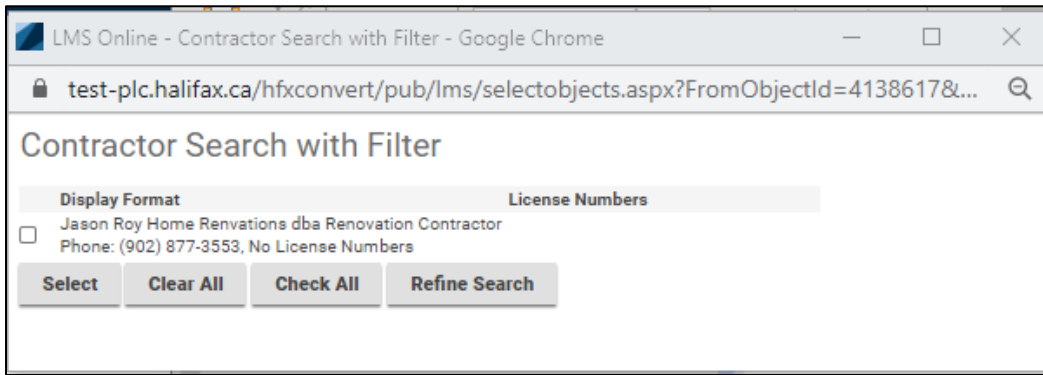
The screenshot shows a browser window titled 'LMS Online - Contractor Search with Filter - Google Chrome'. The address bar shows the URL: 'test-plc.halifax.ca/hfxconvert/pub/lms/selectobjects.aspx?FromObjectId=4138617&...'. The page content is titled 'Contractor Search with Filter'. It features a text input field labeled 'Business Name:' with the value 'Jason Roy' entered. Below the input field is a 'Search' button.

**NOTE:** You can only choose from registered contractors in the system. If the Contractor for your project is not in the list, you cannot add them.

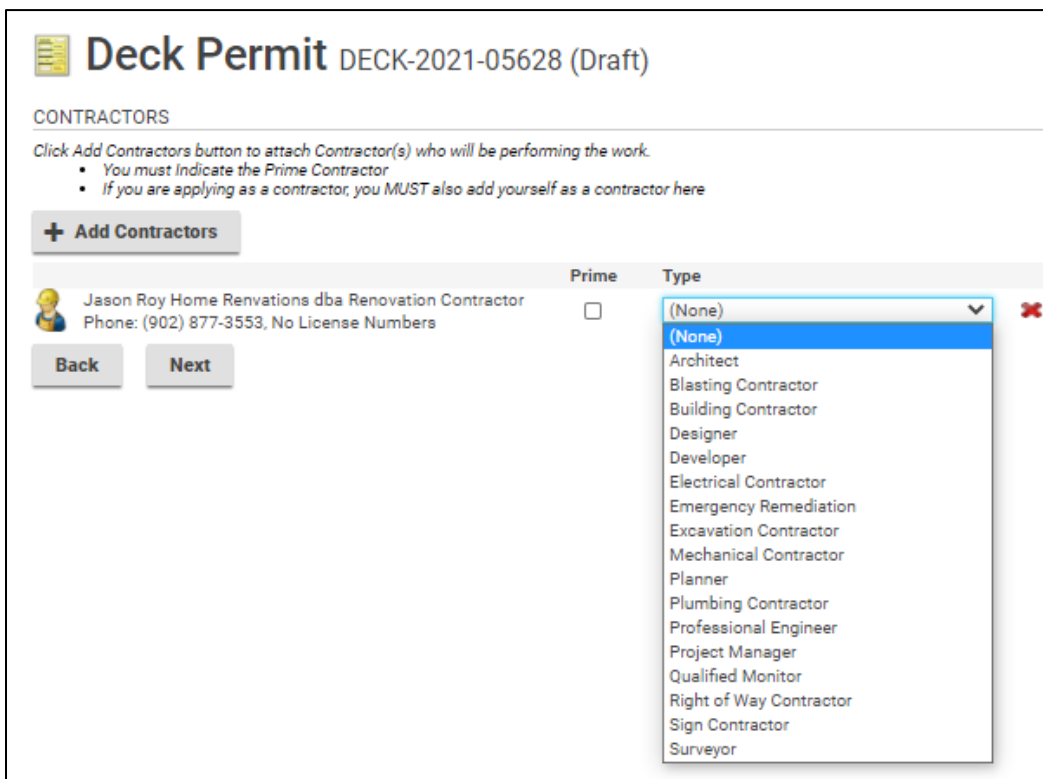
You can enter their contact information on the next page in the application process.

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- From the search results list, tick the box beside the contractor and click Select button. The contractor will be added to the application.



- One contractor MUST be checked as the Prime Contractor. Each contractor must have a Type of contractor indicated. Select from the pull-down menu.



## Add a Contractor to an Application

# Customer Portal

5. Add all contractors.

When complete click next to progress to the next page of the application.


## Deck Permit DECK-2021-05628 (Draft)


CONTRACTORS

Click Add Contractors button to attach Contractor(s) who will be performing the work.

- You must Indicate the Prime Contractor
- If you are applying as a contractor, you MUST also add yourself as a contractor here

**+ Add Contractors**

	Prime	Type
 Jason Roy Home Renvations dba Renovation Contractor Phone: (902) 877-3553, No License Numbers	<input checked="" type="checkbox"/>	Building Contractor

**Back** 





6. The next page is the contacts page

The contractor information is added to the Contacts page automatically.

7. Add additional contact information as required.

## Deck Permit DECK-2021-05628 (Draft)

**+ Contact**

Name	Contact Type	Phone	Email	
 Karen Thompson	Applicant	902 555 8888	karen.thompson@gmail.com	
 Jason Roy Home Renvations Contractor		(902) 877-3553	jasonroy@live.com	

**Back** **Next**