

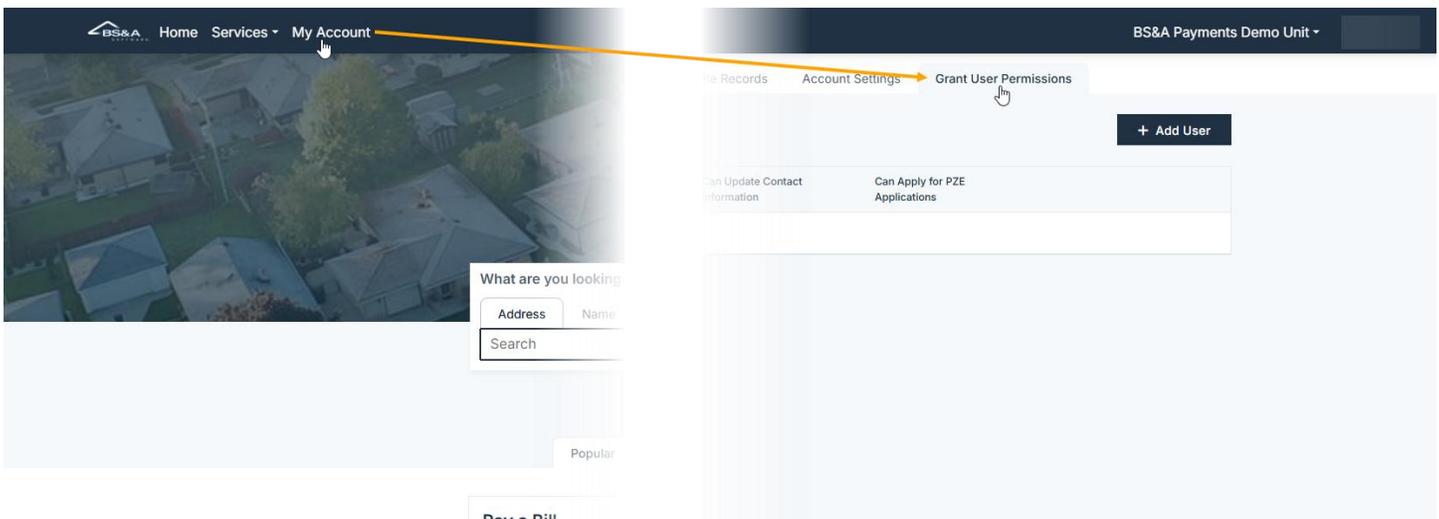
BS&A Online: Multiple Account Linking (Contractors)

Through BS&A Online (BSAO), it is possible to grant other users the ability to view permit/inspection history, schedule inspections, and apply for permits on your behalf. This is useful if you have several people who handle the same workload, and also makes sharing of the same BSAO username and password across those people unnecessary.

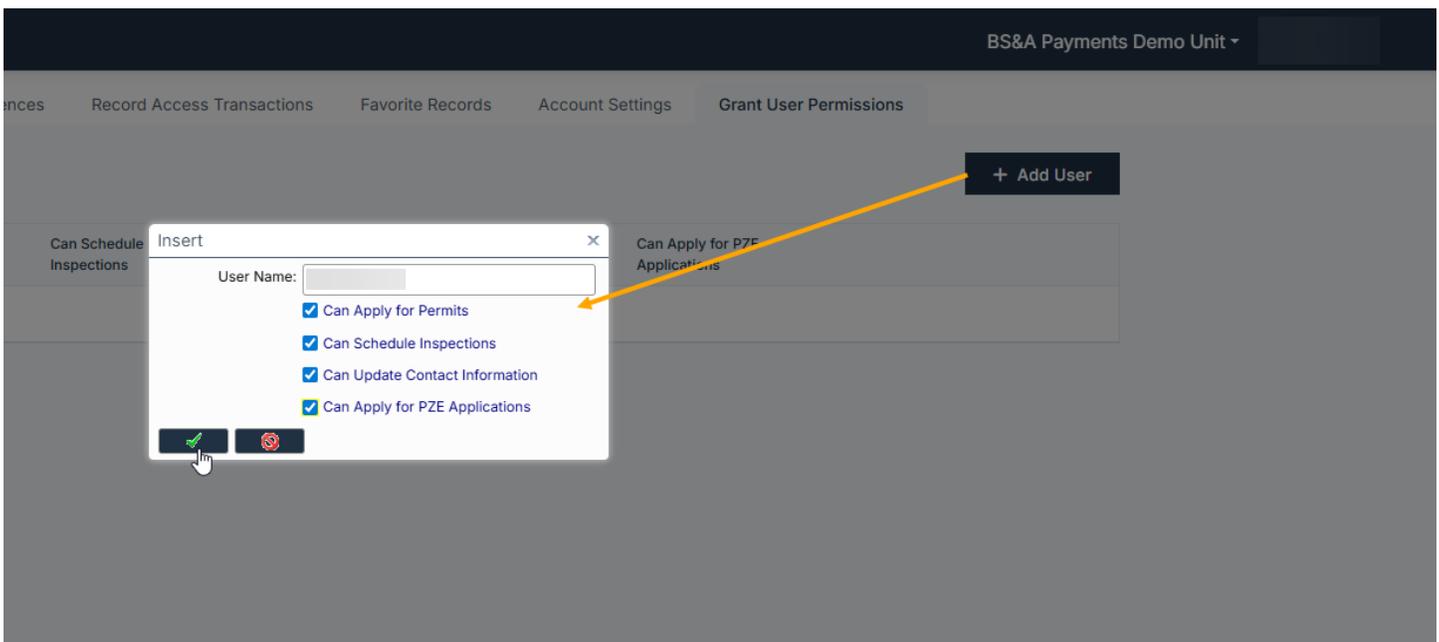
To use this feature, a default BSAO user must be created and linked to your contractor record within your municipality's Cloud CD module. Once this linkage has been made, you can login to BSAO and grant those rights.

Granting BSAO User Permissions

Go to My Account > Grant User Permissions

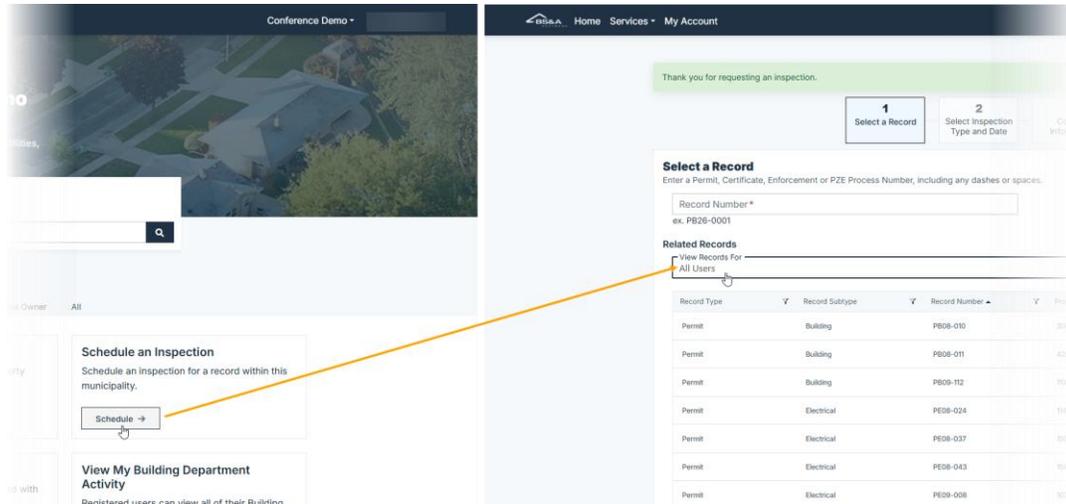


Click Add User > enter the User Name > toggle on the permissions you want to grant > click the green checkmark



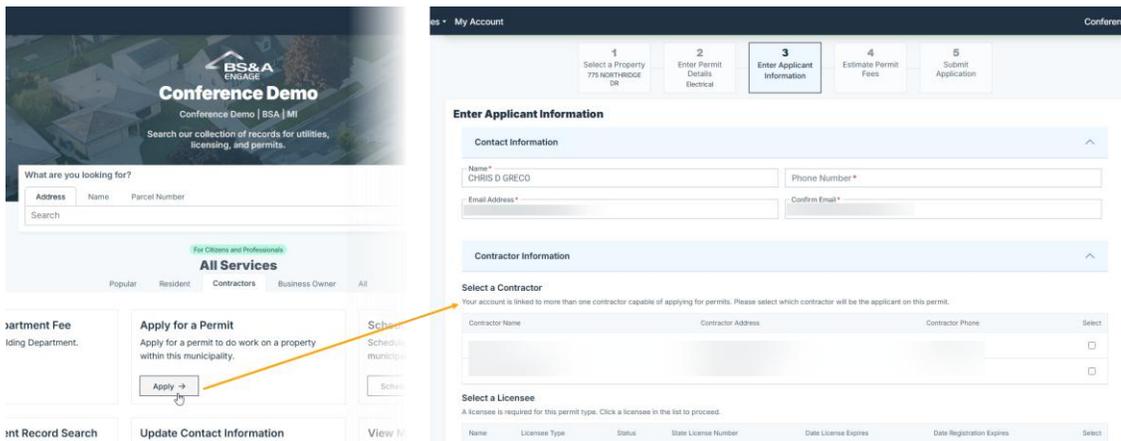
Changes to the Inspection Scheduling process

When scheduling inspections, the only visible difference is a new drop-down that allows the applicant to filter the available list of permits for inspection by a BSAO user. If the user you have given rights to schedule inspections is also a contractor, this will help determine which list of inspections to choose from.



Changes to the Permit Application process

For permit applications, the only visible change is on the Enter Applicant Information step. If the user you are signed in as has rights to schedule permits for multiple contractors, you will need to choose the one they wish to use. If a licensee is required, the licensee grid will reload upon selecting a contractor.



Additional Resources

Visit the Contractor Learning Center for more BS&A Online information and detailed walkthroughs

<https://www.bsasoftware.com/Learning-Center/Community-Development/Contractor-Learning-Center/>