

GRANTING A SECONDARY USER ACCESS TO YOUR PRACTICE

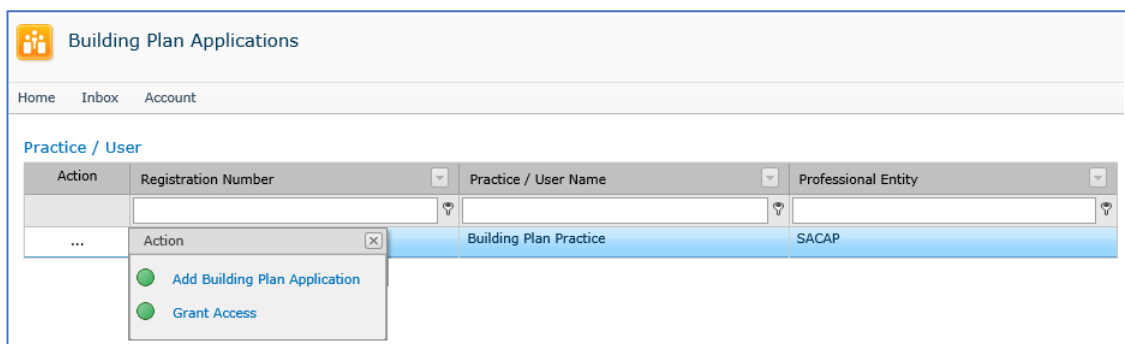
For this guide I will be referring to Primary Users and Secondary Users.

Primary Users are users that have created an account using a unique email address and Registered a Practice on the Building Control Portal.

Secondary Users are users that have created an account using a unique email address and is granted access to the Primary Users Practice that has already being registered.

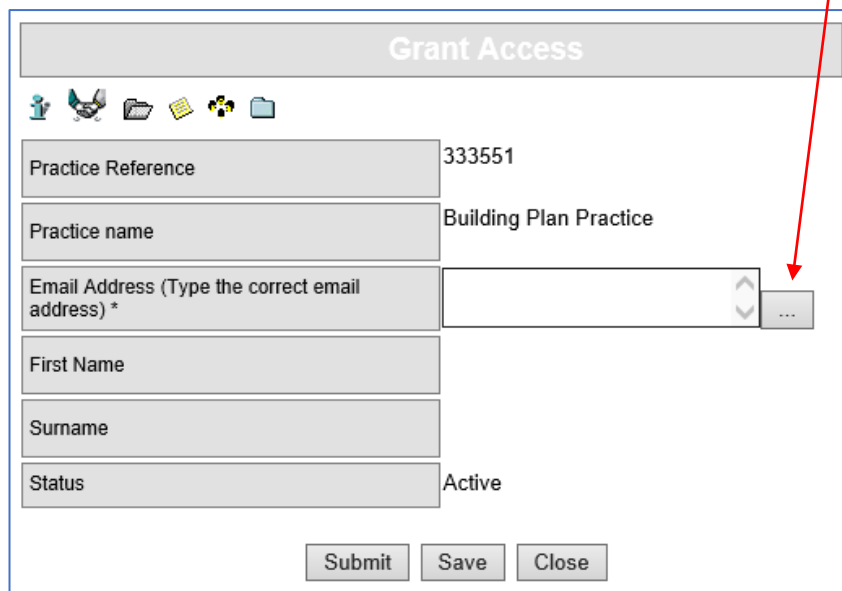
HOW TO GRANT ACCESS TO YOUR PRACTICE

On the Primary Users account, under Building control select the Action button and choose 'Grant Access'



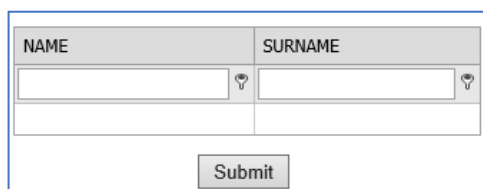
The screenshot shows the 'Building Plan Applications' interface. At the top, there are tabs for 'Home', 'Inbox', and 'Account'. Below this is a section titled 'Practice / User'. It contains a table with columns: 'Action', 'Registration Number', 'Practice / User Name', and 'Professional Entity'. The 'Practice / User Name' column is highlighted in blue and contains the text 'Building Plan Practice'. The 'Professional Entity' column contains the text 'SACAP'. A dropdown menu is open under the 'Action' column, showing two options: 'Add Building Plan Application' and 'Grant Access'.

Another Task will open, enter in a Valid email address (This must be the email address that the Secondary User created the account with) Then select the Action Button beside the field



The screenshot shows the 'Grant Access' form. It has a title bar 'Grant Access' and a toolbar with icons for user, practice, email, and other functions. The form contains several input fields: 'Practice Reference' (333551), 'Practice name' (Building Plan Practice), 'Email Address (Type the correct email address) *' (empty), 'First Name' (empty), 'Surname' (empty), and 'Status' (Active). A red arrow points to a small button with three dots next to the email address field.

The last name of the Secondary User will appear in the field, highlight the name and select the SUBMIT. The Secondary User will now be able to submit building plans under the Primary Users Practice.



The screenshot shows a form with two input fields: 'NAME' and 'SURNAME'. Both fields have a small icon of a person next to them. Below the fields is a 'Submit' button.