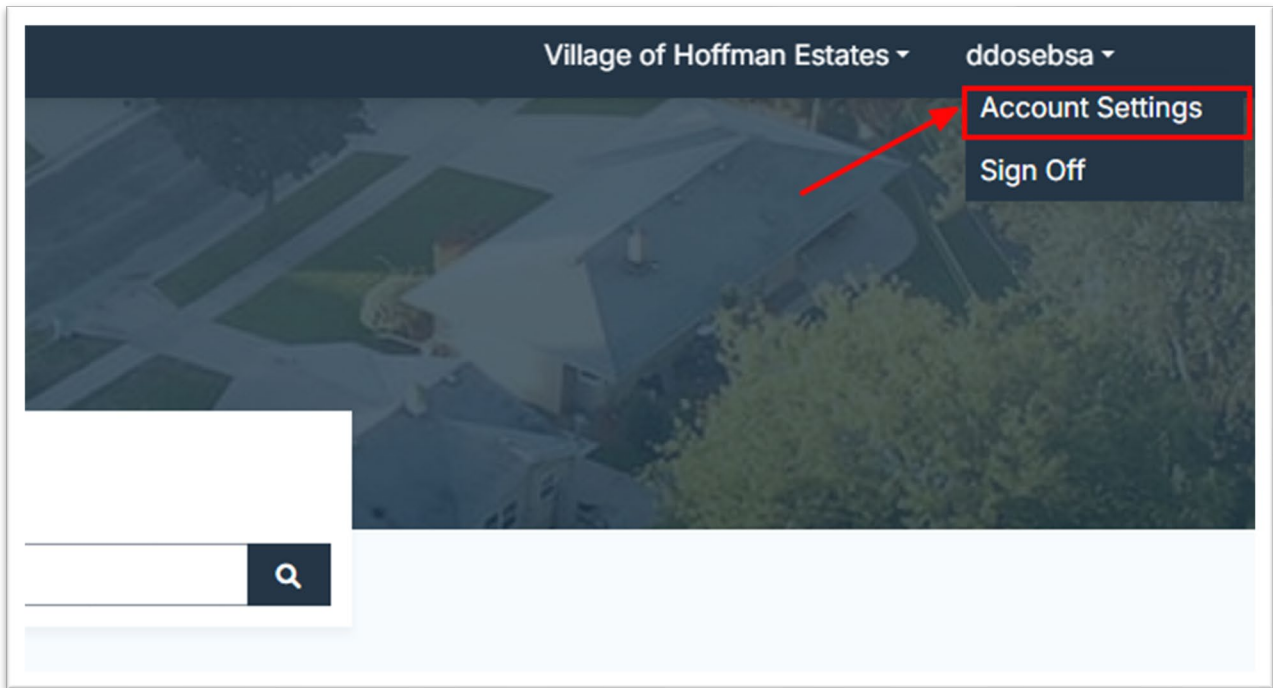


GRANTING USER PERMISSIONS FOR BS&A ONLINE ACCOUNTS

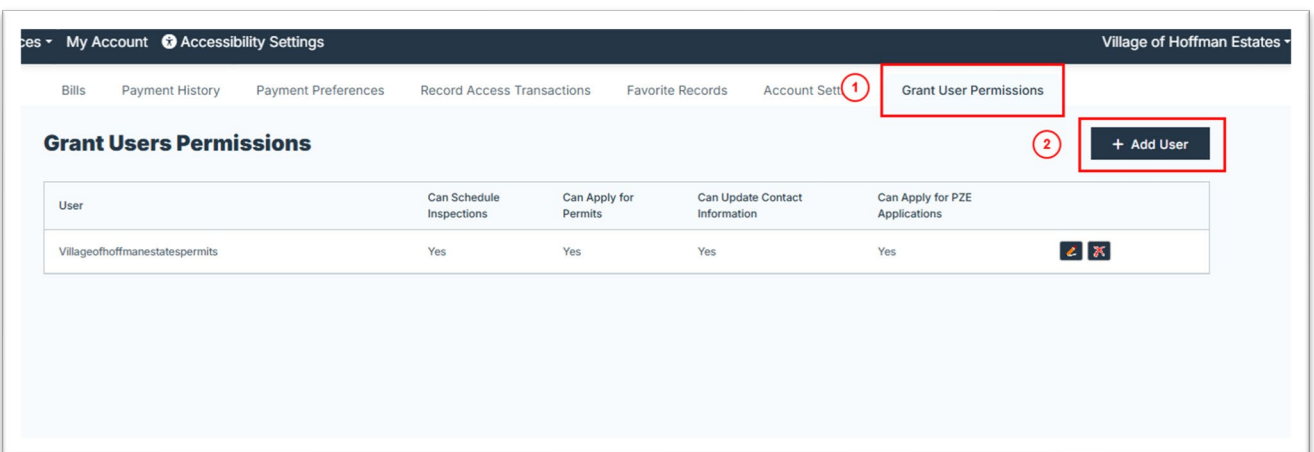
A contractor account can grant other users' ability to view permit / inspection history, schedule inspections and apply for permits on the contractor's behalf.

This should be used for projects with sub-contractors, design professionals or project managers that are managing a project, and for design professionals that are managing a project.

1. Log into your BSAO Contractor Account at www.vohe.org/bsa
2. Select your username in the top right part of the page and select "Account Settings".



3. Select "Grant User Permissions" and "Add User".



4. Enter in the username of the account you want to grant permission to and select the permissions they are allowed. You can grant permission to apply for permits on your contractor account behalf, schedule inspections, update contact information, and apply for planning projects (PZE Applications)

