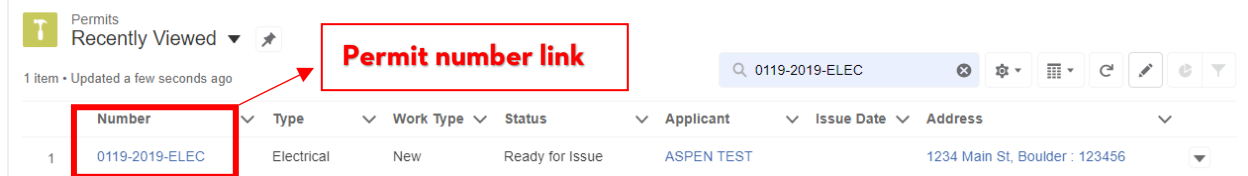## How to: Add a Contact to an Application

1. **Log in to the [Applicant Portal](#)**
2. **Click on the Permits Menu**

3. **Open the permit by clicking on the permit number link**

To open an item for details, click on the Number of the item. To sort the list, click on the arrow beside the Column Heading you prefer.

4. **Click on the *Related Tab* (next to Details tab) and scroll down to *Fees* section.**

5. **Scroll down to Contacts section, and click on View All**

6. **Click on New at the top right corner.**

7. **Enter the information in each field for the person you want to add to an application.**

*Important: The person you want to add as a contact on an application needs to be register with Salesforce.

8. **Click on Save, and you will grant access to the new contact for all details on an application.**