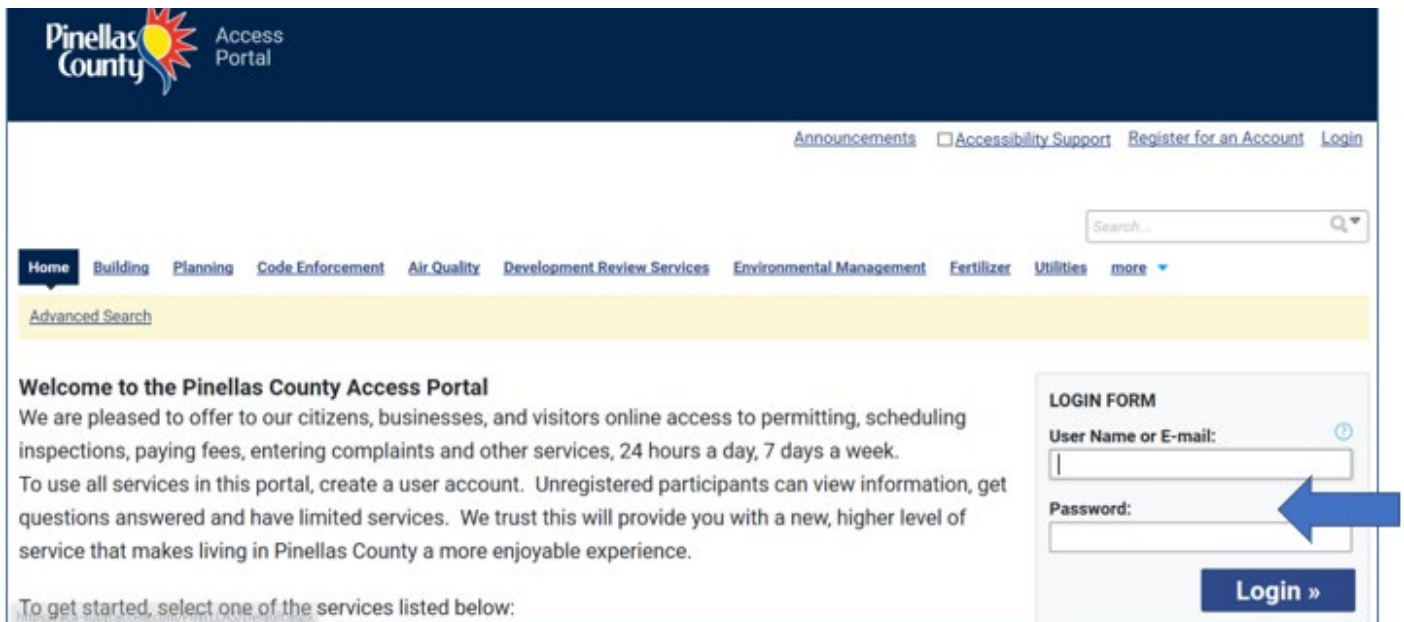


Add a Delegate

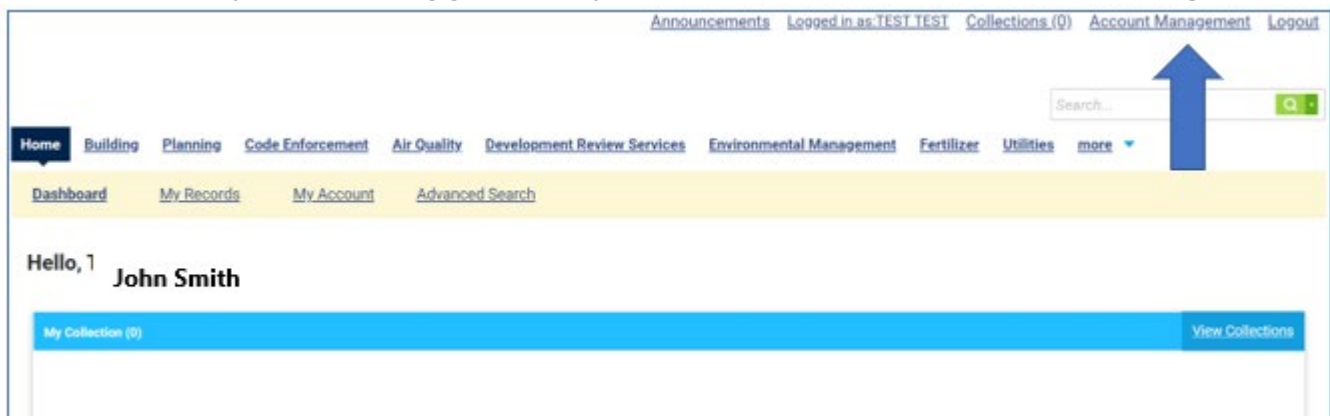
Note: To add a delegate, the delegate must have an account in the Pinellas County Access Portal or through another municipal portal for Accela Citizen Access.

STEP 1: Login to the Pinellas County Access Portal



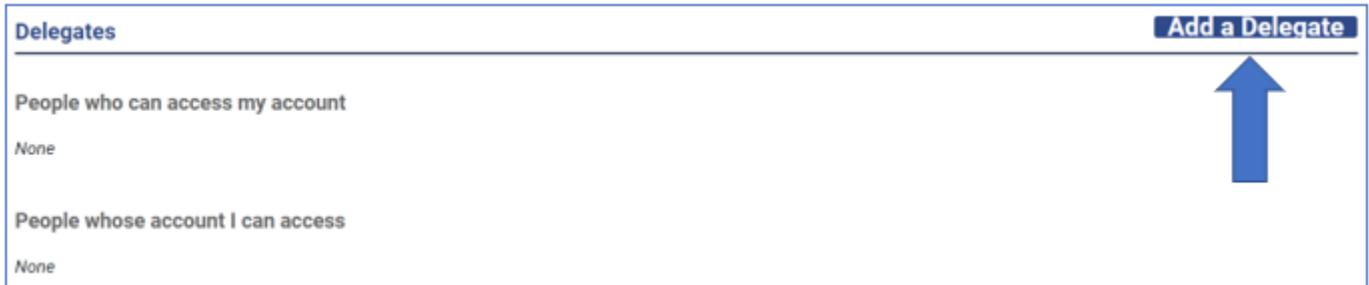
The screenshot shows the Pinellas County Access Portal homepage. At the top left is the Pinellas County logo. To its right is the text "Access Portal". In the top right corner, there are links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". Below this is a search bar. A navigation menu includes "Home", "Building", "Planning", "Code Enforcement", "Air Quality", "Development Review Services", "Environmental Management", "Fertilizer", "Utilities", and "more". Below the navigation menu is an "Advanced Search" section. The main content area features a "Welcome to the Pinellas County Access Portal" message, followed by a paragraph explaining the portal's services and a paragraph about account creation. To the right of the welcome message is a "LOGIN FORM" with fields for "User Name or E-mail:" and "Password:". A blue arrow points to the "Password:" field. Below the login fields is a "Login »" button. At the bottom left of the main content area, there is a link: "To get started, select one of the services listed below:".

STEP 2: Once you have logged into your account, select **Account Management**



The screenshot shows the user dashboard after logging in. At the top right, there are links for "Announcements", "Logged in as TEST TEST", "Collections (0)", "Account Management", and "Logout". Below this is a search bar. A navigation menu includes "Home", "Building", "Planning", "Code Enforcement", "Air Quality", "Development Review Services", "Environmental Management", "Fertilizer", "Utilities", and "more". Below the navigation menu is a secondary navigation bar with links for "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area starts with a greeting: "Hello, 1 John Smith". Below the greeting is a blue bar with the text "My Collection (0)" and a "View Collections" link. A blue arrow points to the "Account Management" link in the top right corner.

STEP 3: Scroll down the screen to the **Delegates** Section and click **Add a Delegate**.

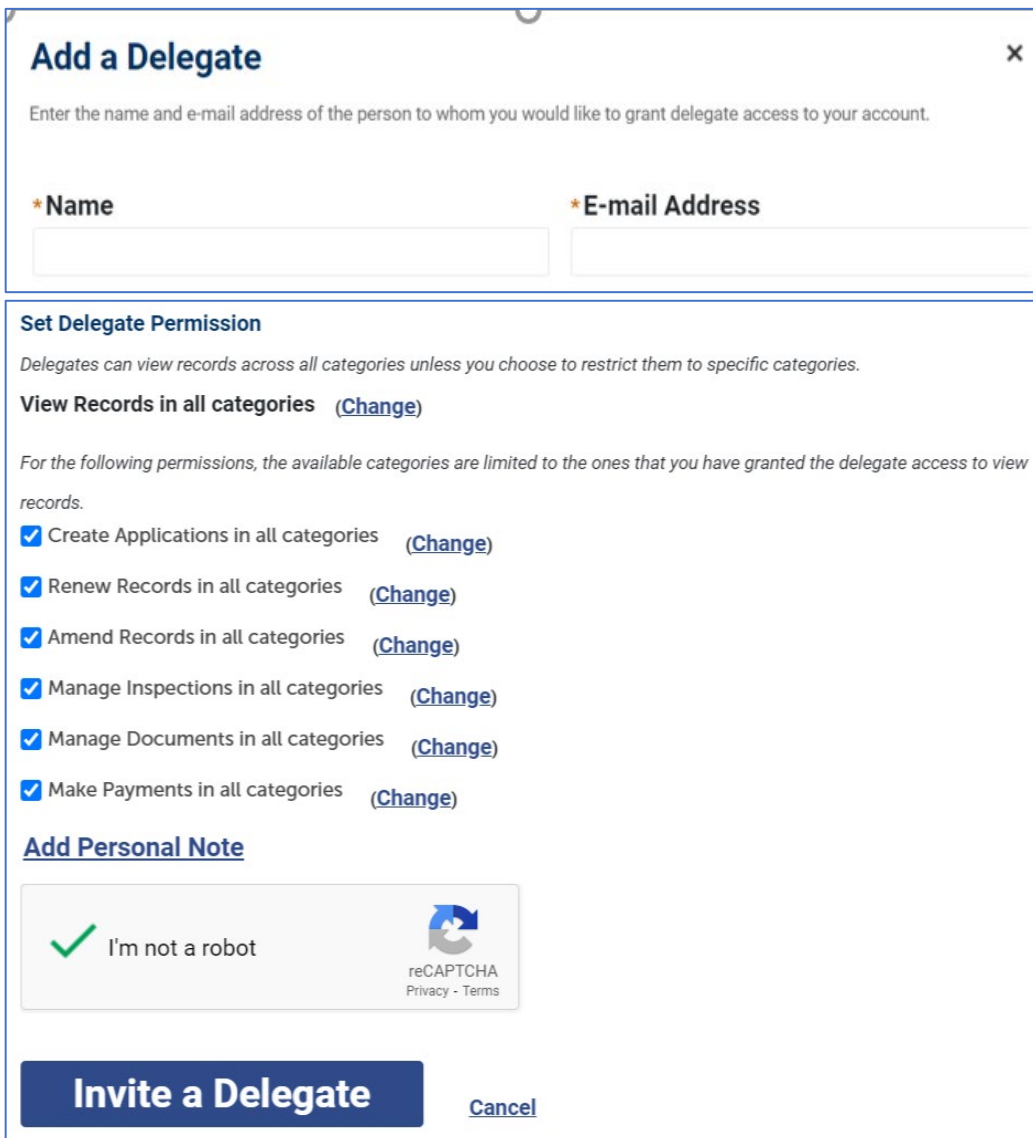


Delegates Add a Delegate

People who can access my account
None

People whose account I can access
None

STEP 4: Once the **Name** and **Email Address** of the delegate is added, select permissions, add notes, click the *I am not a robot checkbox* CAPTCHA requirement.



Add a Delegate ×

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

*Name *E-mail Address

Set Delegate Permission


Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

Add Personal Note

I'm not a robot  reCAPTCHA
Privacy - Terms

Invite a Delegate [Cancel](#)

STEP 5: Click **Invite a Delegate**. The invitation will appear in the **Delegates** Section on the Account Management page.

Set Delegate Permission


Delegates can view records across all categories unless you choose to restrict them to specific categories.


View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

Add Personal Note

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Invite a Delegate [Cancel](#)

Delegates	Add a Delegate
People who can access my account	
<p>• John Doe (jdoe@pinellascounty.org)</p> <p>Invitation sent on 10/03/2020</p> <p>Add a Delegate</p>	<p>View Invitation</p>
People whose account I can access	
<p>None</p>	