**Add Property Owner as Professional on Holding Tank Master Records**

1. Locate the appropriate ***Master*** record > navigate to ***Professionals***.
2. Select ***Owner (Property)*** as the license type > click ***Submit*** to search.



1. Only one option will be available > check ***SEE PROPERTY OWNER INFORMATION*** > click ***Select***.



1. You will have the opportunity to update this during the following year’s “renewal” period when annual pumping records are being recorded, if needed. Online users do not have access to update this information.