1. **Are you adding or removing an Accela User?**
[ ]  Adding (all fields below are required) [ ]  Removing (complete only User Juris / Name)
**User Jurisdiction:** **Click here to enter text**

**User Name:** **Click here to enter text**
**User Title:** **Click here to enter text**
**User Email:** **Click here to enter text**

**User Phone:** **Click here to enter text**

**Account Needed By Date:**  **Click or tap to enter a date**

**What Department should the User be setup for** – note, this is the workgroup the user identifies to – this is NOT equivalent to Module – where they spend most of their work time, and determines which dropdown list that user will be available from for assignment when applicable (inspections, workflow tasks, etc) – while they can have access to multiple Modules, **they can only be assigned to one Department** please select it in the dropdown:
**Choose an item**

**What Module(s) does this user need access to:** (Please note that not all modules and user groups are installed for all jurisdictions.)

 [ ] Building [ ] Planning [ ] Public Works [ ] Onsite [ ] Licensing [ ] Code Compliance

**What User Group(s) should this User be assigned to for each Module checked above:**
Select one User Group per Module where the user will have access:

Building: **Choose an item**,

Planning: **Choose an item**,

Onsite: **Choose an item**,

Public Works: **Choose an item**

Licensing: **Choose an item**

Code Compliance: **Choose an item**

1. **What is the Default Module for this user** (this is the system module the user would be working in primarily or most often)?
**Choose an item**
2. **Would you like email notifications from ePermitting?**
	1. System Outage emails [ ]
	2. Monthly emails [ ]
	3. Updates specific to my Module [ ]
3. **Is the above User an Inspector (actually performing inspections in the field)?**
[ ]  Yes [ ]  No

	1. **If YES to Inspector, are you using Inspection Districts and/or Auto Assign in your agency?**
	[ ]  YES to Districts and YES to Auto Assign (Complete all of item C. below if selected)
	[ ]  YES to Districts but NO to Auto Assign (Skip to Item C(1) below if selected)
	[ ]  YES to Auto Assign but NO to Districts (Skip to item C92) if selected)
	[ ]  NO to both (Skip to Question #5 if selected)
	2. **If REMOVING an Inspector and YES to either of the Auto-Assign options above, is there another Inspector user that should assume the Auto Assign Discipline(s) and District(s) for this User – please provide name:
	Click here to enter text**
	3. **If ADDING an Inspector and YES to either Auto-Assign or District options, please indicate what District(s) *(as per what has been provided with your APO)* and/or Discipline(s) this Inspector should be associated to?**
		1. District(s): **Click here to enter text**
		2. Discipline(s) – check all that apply for this Inspector user:

		[ ]  Electrical (Commercial)
		[ ]  Electrical (Residential)
		[ ]  Fire
		[ ]  Manufactured Structure
		[ ]  Mechanical (Commercial)
		[ ]  Mechanical (Residential)
		[ ]  Plumbing (Commercial)
		[ ]  Plumbing (Residential)
		[ ]  Public Works
		[ ]  RV MFD Home Park
		[ ]  Sanitation (Onsite)
		[ ]  Signs
		[ ]  Site Development
		[ ]  Structural (Commercial)
		[ ]  Structural (Residential)
4. **Does this user need login access to more than one agency?**
[ ]  Yes [ ]  No

	1. **If YES, which agencies/jurisdictions do they need access to?**
	**Click here to enter text**
5. **Bluebeam Licensing – Electronic Document (Plan) Review (EDR)**Please complete the below section whether your agency uses Bluebeam or not. All agencies are provided with a set number of user licenses based on jurisdiction size.
**IMPORTANT NOTE: Bluebeam licenses for NEW/CHANGE users must be approved by agency management prior to being assigned.**
**User license need** - completion of **Bluebeam License Request Form** is also required when Adding, Removing, or Changing user licenses**:**

[ ] **ADD** license

[ ] **REMOVE** license

[ ] **CHANGE** license

[ ] *Not Applicable*