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*