

Adding a Contact to an Existing Record

1. Open the record that the contact needs to be added to
2. Click on “Contacts” and then “Add Contact”

The screenshot shows a web interface for a permit record. At the top, there is a navigation bar with links: Dashboard, Home, APPLY, Apply via Map, My Work, Today's Inspections, Pay Invoices, Search, and Calendar. Below the navigation bar, the permit number is displayed as BRES2025-00166, with an 'Add to Cart' button to its right. A pink notification banner states: 'A hold currently exists on this permit.' Below this, there are tabs for 'Permit Details', 'Tab Elements', and 'Main Menu'. The main content area displays permit details in a light blue box, including: Type: Residential Building Permit (2025), Status: Submitted, Project Name, Applied Date: 08/05/2025, Issue Date, District: 1, Assigned To, Expire Date, Finalized Date, and Description. Below the details are several tabs: Summary, Locations, Fees, Attachments, Contacts (highlighted with a red box), Sub-Records, Holds (with a red indicator), and More Info. Under the 'Contacts' tab, there is a sub-tab 'Contacts' and a 'Sort' dropdown menu set to 'Type'. An 'Add Contact' button is highlighted with a red box. Below this is a table of existing contacts with columns: Type, Company, First Name, Last Name, Title, Confirmation, Billing, and Remove. The table contains three rows of contact information. At the bottom, there is a pagination control showing 'Results per page' set to 10, '1 - 3 of 3', and navigation arrows.

Dashboard Home APPLY Apply via Map My Work Today's Inspections Pay Invoices Search Calendar

Permit Number: BRES2025-00166 Add to Cart

A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Residential Building Permit (2025) Status: Submitted Project Name:
Applied Date: 08/05/2025 Issue Date:
District: 1 Assigned To: Expire Date:
Finalized Date:
Description:

Summary Locations Fees Attachments **Contacts** Sub-Records Holds 1 More Info

Contacts | Next Tab | Permit Details | Main Menu

Contacts Sort: Type

Add Contact

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant	Clallam County	Support - Amber	Jannausch		N/A	Yes	
Owner	Clallam County	Support - Amber	Jannausch		N/A	No	Remove
Owner/Builder	Clallam County	Support - Amber	Jannausch		N/A	No	Remove

Results per page 10 1 - 3 of 3 << < 1 > >>

3. Specify the contact's role

Dashboard Home APPLY Apply via Map My Work Today's Inspections Pay Invoices Search  Calendar 

[← Back to Record](#)

Add Contact

Add Contact As

Search 

Dashboard Home APPLY Apply via Map My Work Today's Inspections Pay Invoices Search  Calendar 

[← Back to Record](#)

Add Contact

Add Contact As

- Agent
- Applicant
- Architect
- Contractor
- Developer
- Engineer
- Other
- Owner
- Owner/Builder

Search 

4. Enter the contact's name and click the search button

*****Note: Check for different types of spelling, or with a partial entry if you believe a contact should be listed but is not found**

The screenshot shows the 'Add Contact' form in a web application. At the top, there is a navigation bar with links: Dashboard, Home, APPLY, Apply via Map, My Work, Today's Inspections, Pay Invoices, Search, and Calendar. Below the navigation bar, there is a 'Back to Record' link. The main heading is 'Add Contact'. Underneath, it says 'Add Contact As :'. There are three buttons: 'Search', 'Enter Manually', and 'My Favorites'. Below these buttons is a search input field containing the text 'support' and a search button with a magnifying glass icon. Both the input field and the search button are highlighted with red boxes.

5. Locate the desired contact and click "Add"

The screenshot shows the search results page. At the top, there is a navigation bar with links: Dashboard, Home, APPLY, Apply via Map, My Work, Today's Inspections, Pay Invoices, Search, and Calendar. Below the navigation bar, there is a 'Back to Record' link. The main heading is 'Add Contact'. Underneath, it says 'Add Contact As :'. There are three buttons: 'Search', 'Enter Manually', and 'My Favorites'. Below these buttons is a search input field containing the text 'support' and a search button with a magnifying glass icon. To the right of the search input field is a 'Sort' dropdown menu set to 'Relevance'. Below the search input field is a table with the following columns: Favorite, First Name, Last Name, Address, Company, Email, and Action. The table contains two rows of data. The first row has a blue star icon in the 'Favorite' column, 'Support - Amber' in 'First Name', 'Jannausch' in 'Last Name', '223 E 4th Port Angeles WA 98363' in 'Address', 'Clallam County' in 'Company', 'ajclallamcounty@outlook.com' in 'Email', and an 'Add' button. The second row has a white star icon in the 'Favorite' column, 'Support - Ben' in 'First Name', 'Catterson' in 'Last Name', '223 E 4th St Port Angeles WA 98362' in 'Address', 'Support - Clallam Building Department' in 'Company', 'bscclallamcounty@outlook.com' in 'Email', and an 'Add' button. The 'Add' button for the second row is highlighted with a red box. Below the table is a pagination control showing 'Results per page' set to 10, '1 - 2 of 2', and navigation arrows.

Favorite	First Name	Last Name	Address	Company	Email	Action
★	Support - Amber	Jannausch	223 E 4th Port Angeles WA 98363	Clallam County	ajclallamcounty@outlook.com	Add
☆	Support - Ben	Catterson	223 E 4th St Port Angeles WA 98362	Support - Clallam Building Department	bscclallamcounty@outlook.com	Add

Permit Number: BRES2025-00166

Add to Cart

- A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type:	Residential Building Permit (2025)	Status:	Submitted	Project Name:	
Applied Date:	08/05/2025	Issue Date:			
District:	1	Assigned To:		Expire Date:	
Finalized Date:					
Description:					

- [Summary](#)
[Locations](#)
[Fees](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[Holds !\[\]\(7a8011739ec4e250e2f89a547d75fb0a_img.jpg\)](#)
[More Info](#)

Contacts | Next Tab | Permit Details | Main Menu

Contacts

Sort

Add Contact

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Agent	Support - Clallam Building Department	Support - Ben	Catterson		N/A	No	Remove
Applicant	Clallam County	Support - Amber	Jannausch		N/A	Yes	
Owner	Clallam County	Support - Amber	Jannausch		N/A	No	Remove
Owner/Builder	Clallam County	Support - Amber	Jannausch		N/A	No	Remove

Results per page 1 - 4 of 4 << < 1 > >>

6. If a contact does not appear in the search results, proceed with entering in their information manually. They will not have access to the record until they register an account with the email address provided in the contact information.

The screenshot shows a web application interface with a dark navigation bar at the top containing links for Dashboard, Home, APPLY, Apply via Map, My Work, Today's Inspections, Pay Invoices, Search, and Calendar. Below the navigation bar is a breadcrumb link 'Back to Record'. The main heading is 'Add Contact', followed by a dropdown menu 'Add Contact As' set to 'Agent'. A horizontal line separates this from a row of buttons: 'Search', 'Enter Manually' (highlighted with a red box), and 'My Favorites'. Below this is the 'Enter Manually' section, which includes a 'Certificates' link, and several input fields: '* First Name', '* Last Name', 'Company Name', 'Email' (highlighted with a red box), '* Home Phone', '* Mobile Phone', and '* Business Phone'. A blue 'Submit' button is located at the bottom of the form.

Dashboard Home APPLY Apply via Map My Work Today's Inspections Pay Invoices Search Calendar

Back to Record

Add Contact

Add Contact As Agent

Search Enter Manually My Favorites

Enter Manually

Certificates [Click here to add certificate](#)

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit