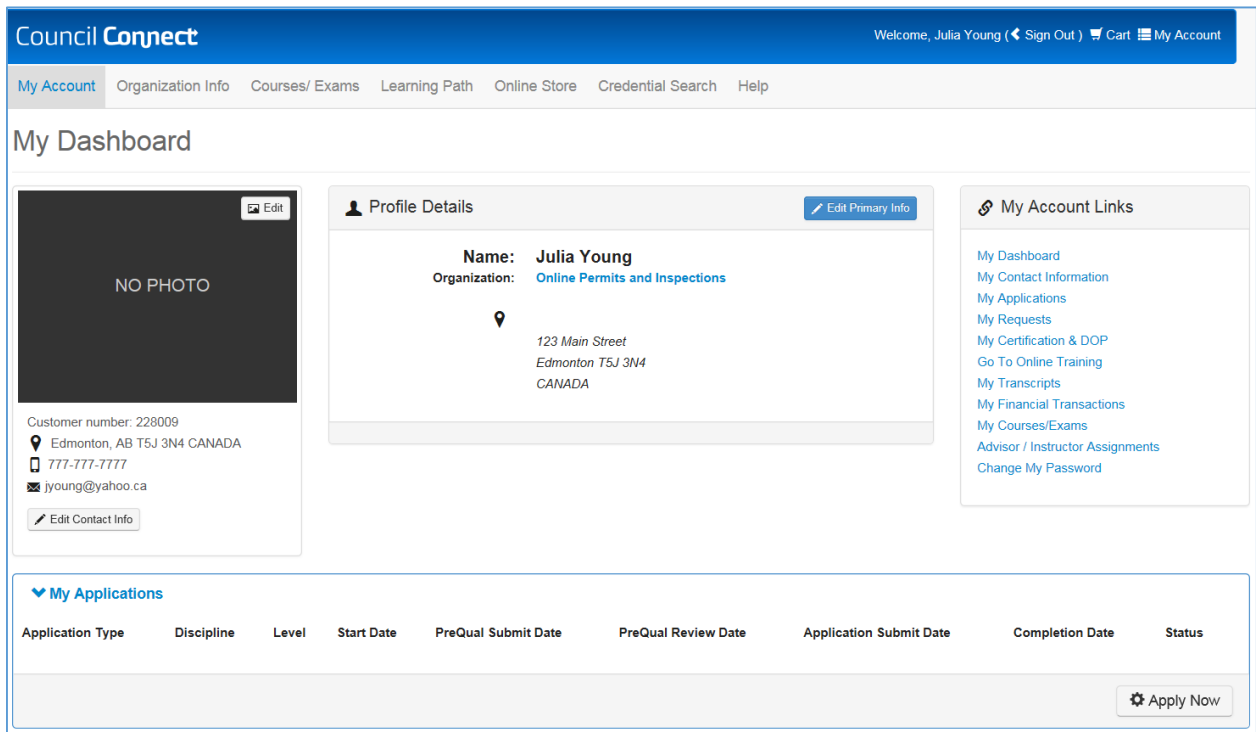


Apply for Permit Issuer

This tutorial walks you through the steps to apply for a Permit Issuer. Accredited organizations are responsible for applying for designation of powers for individuals they have hired to deliver permit issuing services.

Access the Organization Dashboard



Council Connect Welcome, Julia Young (Sign Out) Cart My Account

My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

My Dashboard

Profile Details [Edit Primary Info](#)

Name: Julia Young
Organization: [Online Permits and Inspections](#)

123 Main Street
 Edmonton T5J 3N4
 CANADA

My Account Links

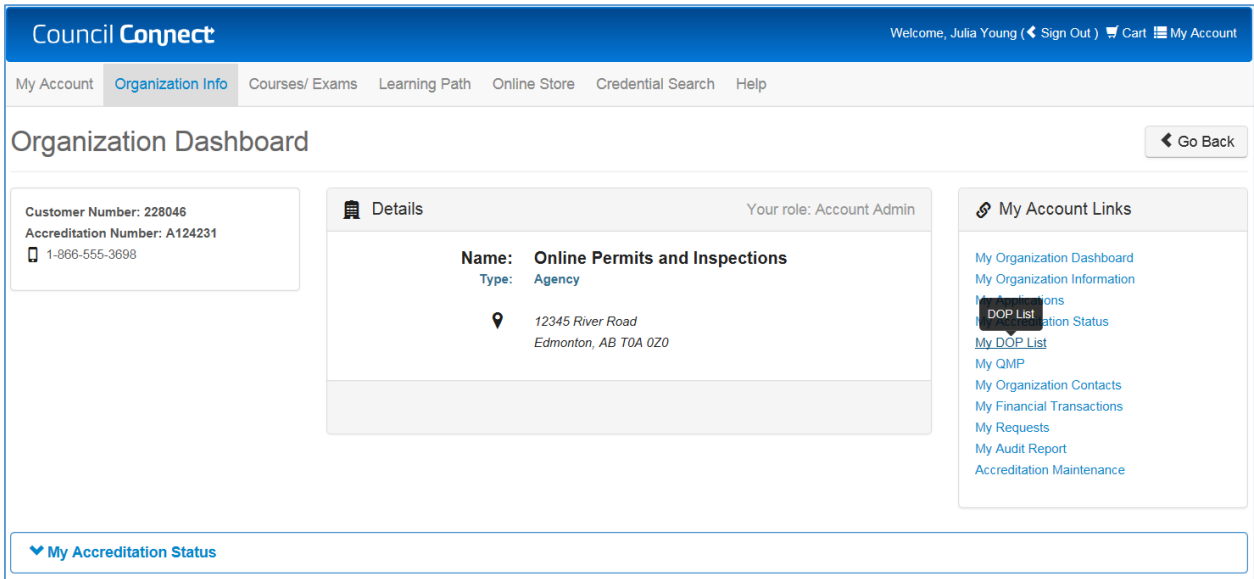
- My Dashboard
- My Contact Information
- My Applications
- My Requests
- My Certification & DOP
- Go To Online Training
- My Transcripts
- My Financial Transactions
- My Courses/Exams
- Advisor / Instructor Assignments
- Change My Password

My Applications

Application Type	Discipline	Level	Start Date	PreQual Submit Date	PreQual Review Date	Application Submit Date	Completion Date	Status
Apply Now								

1. From the **My Dashboard** page:
 - a. Click the **Organization Info** tab to access the organization

Note: Only organization contacts that have been set up by the Council will have access to the Organization Dashboard. If you need to be granted access, submit a request through **Help – Contact Us**.



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Organization Dashboard

Go Back

Customer Number: 228046
Accreditation Number: A124231
1-866-555-3698

Details Your role: Account Admin

Name: Online Permits and Inspections
Type: Agency

12345 River Road
Edmonton, AB T0A 0Z0

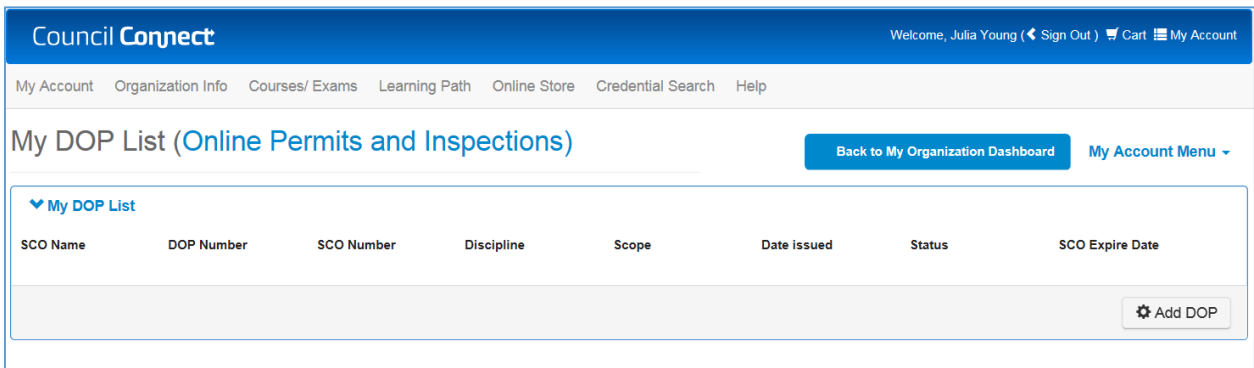
My Account Links

- My Organization Dashboard
- My Organization Information
- My Organization Status
- My DOP List**
- My QMP
- My Organization Contacts
- My Financial Transactions
- My Requests
- My Audit Report
- Accreditation Maintenance

My Accreditation Status

2. Under the My Account links:
 - a. Click the **My DOP List** link

Add DOP



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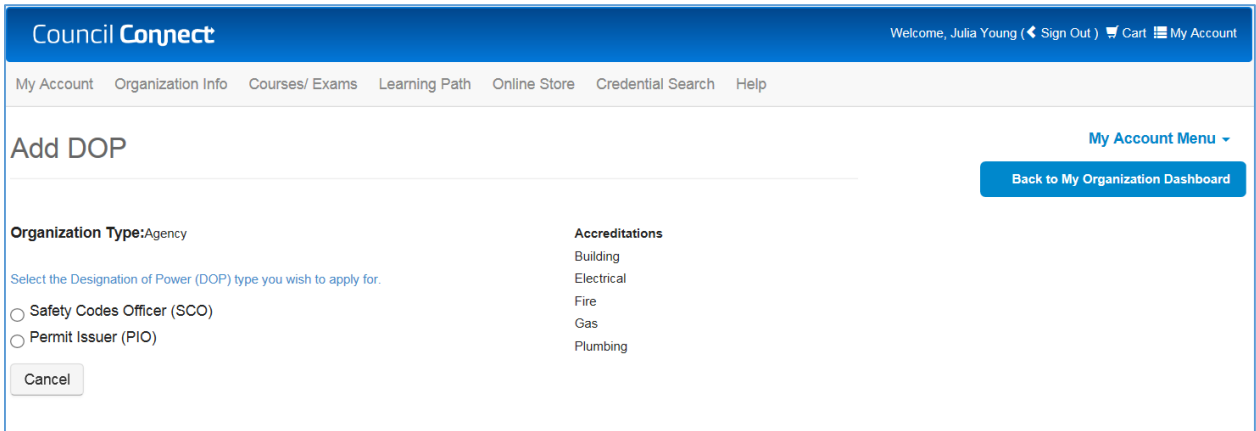
My DOP List (Online Permits and Inspections)

Back to My Organization Dashboard My Account Menu

My DOP List

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Add DOP							

3. From **My DOP List** page:
 - a. Click the **Add DOP** button



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Add DOP My Account Menu ▾

[Back to My Organization Dashboard](#)

Organization Type: Agency

Select the Designation of Power (DOP) type you wish to apply for.

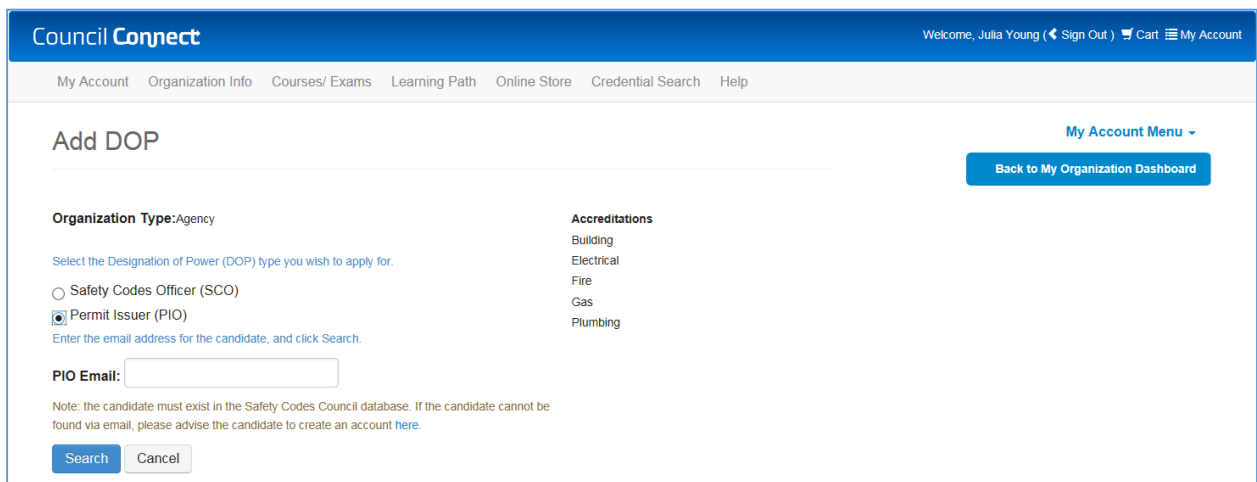
Safety Codes Officer (SCO)

Permit Issuer (PIO)

Accreditations

- Building
- Electrical
- Fire
- Gas
- Plumbing

4. From **Add DOP** page:
 - a. Select **Permit Issuer**



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My Account Organization Info Courses/ Exams Learning Path Online Store Credential Search Help

Add DOP My Account Menu ▾

[Back to My Organization Dashboard](#)

Organization Type: Agency

Select the Designation of Power (DOP) type you wish to apply for.

Safety Codes Officer (SCO)

Permit Issuer (PIO)

Enter the email address for the candidate, and click Search.

PIO Email:

Note: the candidate must exist in the Safety Codes Council database. If the candidate cannot be found via email, please advise the candidate to create an account [here](#).

Accreditations

- Building
- Electrical
- Fire
- Gas
- Plumbing

5. From the **Add DOP** page:
 - a. Enter the **Permit Issuer's** email
 - b. Click the **Search** button

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[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Add DOP

[My Account Menu](#) ▼

[Back to My Organization Dashboard](#)

Organization Type: Agency	Accreditations
Permit issuer: Lily Stewart	Building
<input type="checkbox"/> Amusement Rides	Electrical
<input type="checkbox"/> Building	Fire
<input type="checkbox"/> Electrical	Gas
<input type="checkbox"/> Elevators	Plumbing
<input type="checkbox"/> Gas	
<input type="checkbox"/> Passenger Ropeways	
<input type="checkbox"/> Plumbing	
<input type="button" value="Add"/> <input type="button" value="Back"/>	

6. From the **Add DOP** page:
 - a. Click the relevant PIO credential on the left
 - b. Click the **Add** button

Payment

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Online Store Shopping Cart

[Continue to Shop](#) [Check-Out](#)

Item	Discipline:	Quantity	Price	Tax	Shipping	Discount	Net Total	Paid Amount	Balance Due
PIO Application Fee	Building	1.00	50.00	0.00	0.00	0.00	50.00	0.00	50.00
PIO Application Fee	Electrical	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PIO Application Fee	Gas	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PIO Application Fee	Plumbing	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Cart Total

Subtotal: **50.00**

Total discount: 0.00

Total tax: 0.00

Total: **50.00**

All Amounts are in Canadian Dollars

[Continue to Shop](#) [Check-Out](#)

7. From the Online Store Shopping Cart:
 - a. Review the shopping cart details to ensure they are correct
 - b. Click the **Check-Out** button

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[My Account](#) [Organization Info](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

Online Store Shopping Cart

[Continue](#)

Customer Information

Purchase on behalf of:

Use this phone:

Use this email:

Billing Information

Bill to: Young Julia

Pick your billing address:

Required

Bill to:

- Julia Young
- Online Permits and Inspections
- 123 Main Street
- Edmonton, AB
- T5J 3N4
- CANADA

8. From the Online Store Shopping Cart:
 - a. Review the shopping cart details to ensure they are correct

Payment Information

Payment amount: 50.00

Payment method:
Required

Cardholder's name:
Required

Credit card number:
Required

Expiration date:
Required

Security code:
Required

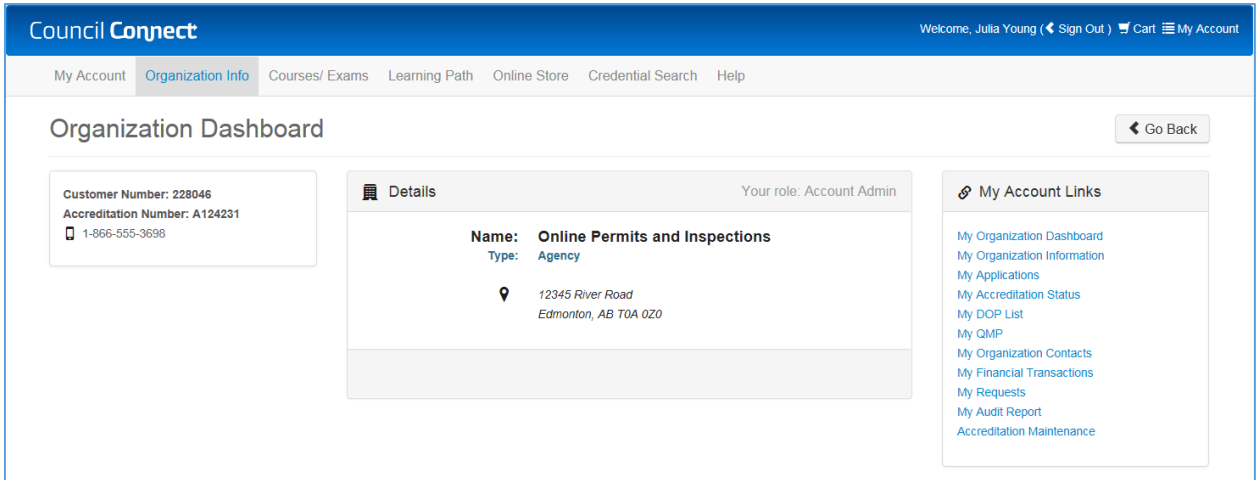
Invoice total: 50.00

- b. Complete the payment information
- c. Click the **Continue** button
- d. Review the shopping card details
- e. Click the **Submit Order** button

Note: Refer to the tutorial in HELP for detailed instructions on how to make a payment.

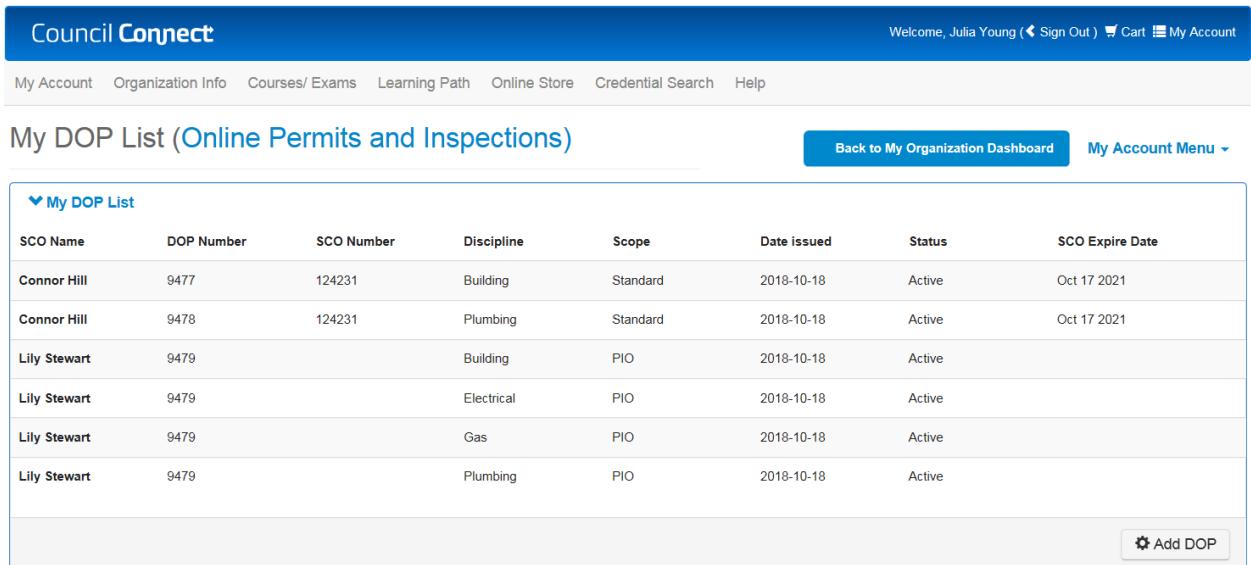
Once your payment is complete, your application will be submitted for review by the Council. Please allow 3 – 5 days from the date of your completed submission for DOP approval. When the review by the Council is complete, you will receive an email notification and can review the status of the application from your organization dashboard after logging on.

DOP List



The screenshot shows the 'Organization Dashboard' in Council Connect. The user is logged in as Julia Young. The dashboard includes a navigation menu with 'Organization Info' selected. Key information displayed includes Customer Number: 228046, Accreditation Number: A124231, and contact number 1-866-555-3698. The main section shows details for 'Online Permits and Inspections' (Agency) located at 12345 River Road, Edmonton, AB T0A 0Z0. A 'My Account Links' sidebar contains various options, with 'My DOP List' highlighted.

1. Log in to Council Connect and access the **Organization Info** tab
2. From the **My Account Links**:
 - a. Click **My DOP List** to access DOPs for the SCOs for the organization



The screenshot shows the 'My DOP List (Online Permits and Inspections)' page. It features a table with columns for SCO Name, DOP Number, SCO Number, Discipline, Scope, Date issued, Status, and SCO Expire Date. There are 7 rows of data. A 'Back to My Organization Dashboard' button and a 'My Account Menu' dropdown are visible at the top right. An 'Add DOP' button is at the bottom right.

SCO Name	DOP Number	SCO Number	Discipline	Scope	Date issued	Status	SCO Expire Date
Connor Hill	9477	124231	Building	Standard	2018-10-18	Active	Oct 17 2021
Connor Hill	9478	124231	Plumbing	Standard	2018-10-18	Active	Oct 17 2021
Lily Stewart	9479		Building	PIO	2018-10-18	Active	
Lily Stewart	9479		Electrical	PIO	2018-10-18	Active	
Lily Stewart	9479		Gas	PIO	2018-10-18	Active	
Lily Stewart	9479		Plumbing	PIO	2018-10-18	Active	

The DOPs for the organization will display.