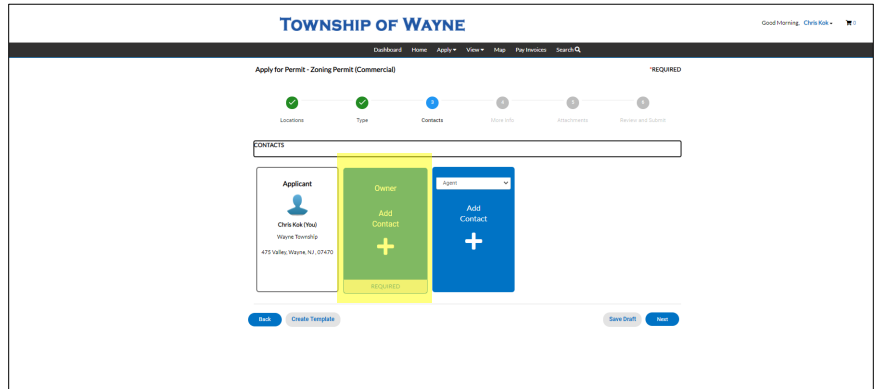


Citizen Self-Service Portal: Adding Contact Information

Zoning permit applications require at minimum the contact information of the Applicant and the Property Owner.. Other contacts such as architect, attorney, contractor, engineer can also be included on the application. Since you are filling out this application, you will automatically be listed as the “Applicant.”

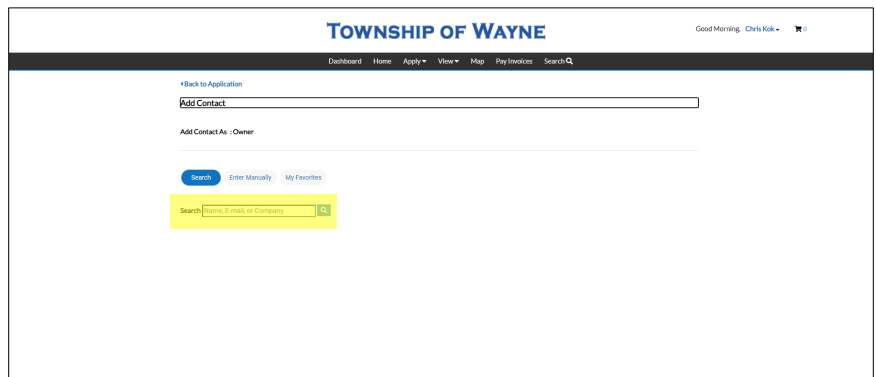
Step 1:

Click on “Add Contact” within the second box, which is listed as “Owner.”



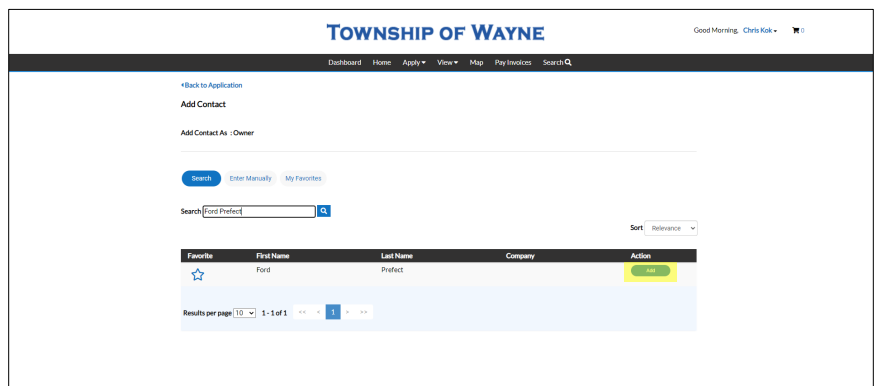
Step 2:

Enter the name of the contact you wish to add in the “Search” box and click on the search button.



Step 3.A:

If you find the person you wish to add, click the “add” button to the right and continue to Step 4. If you do not find the person you wish to add, continue to Step 3.B.1



Citizen Self-Service Portal: Adding Contact Information (Continued)

Step 3.B.1:

If you do not find the person you wish to add, click the “Enter Manually” button

The screenshot shows the 'TOWNSHIP OF WAYNE' portal header with navigation links: Dashboard, Home, Apply, View, Map, Pay Invoices, Search. The user is logged in as 'Good Morning, Chris Kok'. Below the header, there is a 'Back to Application' link and an 'Add Contact' section. Under 'Add Contact As - Owner', there are buttons for 'Search', 'Enter Manually', and 'My Favorites'. A search bar contains the text 'Tillan McMillan'. Below the search bar is a table with columns: Favorite, First Name, Last Name, Company, and Action. The table is currently empty, with the text 'No records to display' below it.

Step 3.B.2:

Fill in contact information and click “Submit”

The screenshot shows the 'TOWNSHIP OF WAYNE' portal header. The 'Add Contact' section is active, and the 'Enter Manually' button is highlighted. Below it, a form titled 'Enter Manually' contains several input fields: * First Name, * Last Name, Company Name, Email, * Home Phone, * Mobile Phone, and * Business Phone. A 'Submit' button is located at the bottom right of the form.

Step 4:

Continue adding contacts for any professionals or other individuals active in this project. Begin by clicking the drop down menu to chose the correct contact type.

The screenshot shows the 'TOWNSHIP OF WAYNE' portal header. The main content area is titled 'Apply for Permit - Zoning Permit (Commercial)'. A progress bar at the top indicates the current step is 'CONTACTS', with previous steps 'Locations' and 'Type' completed. Below the progress bar, there are two contact cards: 'Applicant' (Chris Kok (You)) and 'Owner' (Ford Prefect). A third card, 'Agent', is highlighted with a green border and contains a dropdown menu with 'Agent' selected and a blue 'Add Contact' button with a white plus sign. At the bottom, there are 'Back', 'Create Template', 'Save Draft', and 'Next' buttons.

Citizen Self-Service Portal: Adding Contact Information (Continued)

Step 5:

Select the type of contact you wish to add.

TOWNSHIP OF WAYNE

Dashboard Home Apply View Map Pay Invoices Search Q

Apply for Permit - Zoning Permit (Commercial) REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant: Chris Kik (You) Wayne Township 475 Valley, Wayne, NJ, 07470

Owner: Ford Prefect [Remove]

Agent
Applicant
Architect
Contractor
Engineer
Designer
Investor

[Back] [Create Template] [Save Draft] [Next]

Step 6:

Click the plus button for “Add Contact” and follow instructions from Step 3.

TOWNSHIP OF WAYNE

Dashboard Home Apply View Map Pay Invoices Search Q

Apply for Permit - Zoning Permit (Commercial) REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant: Chris Kik (You) Wayne Township 475 Valley, Wayne, NJ, 07470

Owner: Ford Prefect [Remove]

Architect
Add Contact +

[Back] [Create Template] [Save Draft] [Next]

Step 7:

When you have added all relevant contacts, click “Next.”

TOWNSHIP OF WAYNE

Dashboard Home Apply View Map Pay Invoices Search Q

Apply for Permit - Zoning Permit (Commercial) REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Applicant: Chris Kik (You) Wayne Township 475 Valley, Wayne, NJ, 07470

Owner: Ford Prefect [Remove]

Architect: Trillian McMillan [Remove]

Agent
Add Contact +

[Back] [Create Template] [Save Draft] [Next]