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Web Portal

Log into the application

- Click on the Permit button.

Enter your user name and password

Click on the ‘Sign In’ button.

Click on the ‘Permit’ button.
- Click on the ‘Apply For New Permit’ button
Select Application Type

- There are 3 options: BACP Grant of Privilege Permits (PWU and Collection bins), BACP Sidewalk Sign Permits, and BACP Sidewalk Café Permits
- Click on the BACP Sidewalk Sign Permits button
Creating an application – Sidewalk Sign

*If you’re inputting an address with an active Sidewalk Café or Sidewalk Sign Permit, you will receive the following error message below and you will not be able to move forward with creating your permit.

- Fill in the required Information by entering a new address
- Click on the Search button
• Click on the Next Step button

Application Information – Add Primary Applicant
• Click on the add Primary Applicant button or the Add Infor Team Dupe button
If you select the Add Primary Applicant button, enter a name in the search box or you can leave it blank to bring back all applicants.

Click on the Search button

Click on the Select button of the applicant you want

Click on the Select button
• Click on the Next Step button

Click on the Next Step button

Emergency Contacts

• Click on the + Add Emergency Contact Information button

Click on the + Add Emergency Contact Information button
• Fill in required information
• Click on Add Emergency Contact Information button

Add Emergency Contact Information

- Name: Teri
- Phone: (312)555-1212
- E-Mail: test@test.com
- Additional Information: available 24/7

All fields with a * are required.

Click on the Add Emergency Contact Information button

• Click on the Next Step button

Emergency Contacts

BACP Grant of Privilege Permits - Sidewalk Cafe

Provide the names and contact information of anyone that should be contacted in the event of an emergency.

* Required Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teri</td>
<td>(312)555-1212</td>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td>available 24/7</td>
</tr>
</tbody>
</table>

Click on the Next Step button
Permit Details

- An application number has been generated and application has been saved
- Enter your BACP account number
- Enter the Site number for the location
- PWU Type = “Sidewalk Sign”
- Grade Level = “On Grade”.
- PWU Type and Grade Level fields are read only
- Skip Address Check field will be hidden
- PWU Property Information grid is pre-populated with the location you entered initially

*If you don’t know what your BACP account number is, you can click on the BACP Account Number link above to follow the instructions on how to look it up or create a new one
<table>
<thead>
<tr>
<th>PWU Type Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWU Type</td>
</tr>
<tr>
<td>Grade Level</td>
</tr>
<tr>
<td>Existing or Proposed</td>
</tr>
</tbody>
</table>

PWU Property Information:

<table>
<thead>
<tr>
<th>Location</th>
<th>Half Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>348 W MADISON ST</td>
<td></td>
</tr>
</tbody>
</table>
• Click on + Add Sign Information

• Fill out all required information
• Click on Add Sign Information

• There will be a message below stating that you can only have 1 Sign Information record
  Message will state: Maximum number of Sign Information records reached (1).
• Click on Next Step

Message below the Sign Information grid stating: Maximum number of Sign Information records reached (1).
• Click on Next Step
Documentation

- The yellow box will indicate what documents are needed to move forward (Templates/examples are available at the links below)
- Click on the + Add Document button

Click on the + Add Document button

- Click on the Choose File button to find your document to upload
- Select the option that meets what you are uploading (Each document you are uploading will need to be done separately)
- Click on Upload button

Click on the Choose File button
Choose option that meets documentation you are uploading
Click on the Upload button
• When all documentation has been uploaded, messages will be gone
• Click on the Next Step button

Legal Agreement

• Read legal agreement
• Provide your signature
• Click on Accept button
Status page

- All previously entered information will be on this page
- Page will let user know what the status of the application is
Appeal Process

*Once an application enters the Appeal Process milestone, the applicant will receive an email notifying them that they have 10 business days to appeal before their permit gets denied

- On the Web, the status will be Denied
- There will be a message stating: “To Appeal this permit, please click on the Appeal button below”
- As the applicant, click on the Appeal This Permit button

Click on Appeal This Permit button

- Attach a required letter of appeal
- Fill out required comments
- Click on Yes, Appeal button

Click on the ‘Yes, Appeal’ button.