

# **Requesting Access to Company Cases**

Follow the procedures below to request access to all cases associated with a company or another LandMARC user.

Sign-in to your LandMARC account.

### 'My Associations' tab

Go to the 'My Associations' tab beneath the 'Contact Manager' tab in the online account menu. From here, a contact may search for an associated company.

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			My Account Personal Info Addresses My Invoices
Dashboard Home Apply	My Work Today's Inspections Map Pa	y Invoices Search <b>Q</b> Resources <del>-</del>	Saved Work Contact Manager
Loud	oun County Landl	MARC	Log Out
Apply Apply Apply for a permit or plan (login required).	S Pay Invoice Pay invoices for permit and plan fees. Credit/debit accepted.	Request Inspection Request an inspection on an existing case (login required).	
Help and How-To Guides  Find user manuals and how-to videos for using LandMARC	Search Public Records Search for existing permits, plans, and inspections.	My Account Click here to access your account information.	
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Existing Contacts									
Contact ID		First Name	e Last Na	ne Com	npany	Er	nail		ĺ
No records to display.									
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## Select a company/user to request access

From this menu, you can search for a company or user and click the button for 'Request Access'.

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landM	ARC							
Landivi	AILC							
	112/282							
	Dashbo	ard Home	Apply My Wo	rk loday's Inspections	Map Pay Invoice	Search <b>Q</b> Re	esources 🔻	
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Here you ca send an ema	n request access to your co ail to the company administ	ompany(s) case trator request	es. Search for your co ng access.	mpany below. If it has been	set up it will appear in t	he list. Click on the	Request Access button to	
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Contact II	D First Na	ame	Last Name	Company	Email			
M00210	Matt		Langley	Compu-Dyna	amics matt.lar dynami	ngley@compu- cs.com	Request Access	
M00209	Jim		Cobb	COMPU DY	NAMICS jim.cobl dynami	b@compu- cs.com	Request Access	
ID-00000	0005 Alex		Pierce	Pierce Dynar	mics akpiero	e89@gmail.com	Request Access	
M00211				COMPU DYI INC	NAMICS tim.dod dynamie	d@compu- cs.com	Request Access	

An email prompt box will appear. Make any needed changes to the Subject or Message fields. Choose Send. This sends an email to the parent company or other which gives them the opportunity to approve or deny the request.

Request Access Form			
То	WatkinsCompanyTest		
* Subject	Emily Watkins is Requesting Access		
* Message	Emily Watkins is requesting access to records associated with WatkinsCompanyTest in our LoudounCountyVAProd portal.	li	
		Cancel	Send



### **Approved associations**

If the parent company or other user approves the request, the next time you log into the online portal, you will see the parent company under your associations. You will also have the option to remove the association with that parent company if needed.



## Enable associations in dashboard

Once approved as an association, you will now have a toggle button for each of your associations that you can turn on or off the ability to view that association. This could be especially helpful for contacts that may be associated to multiple companies.

