

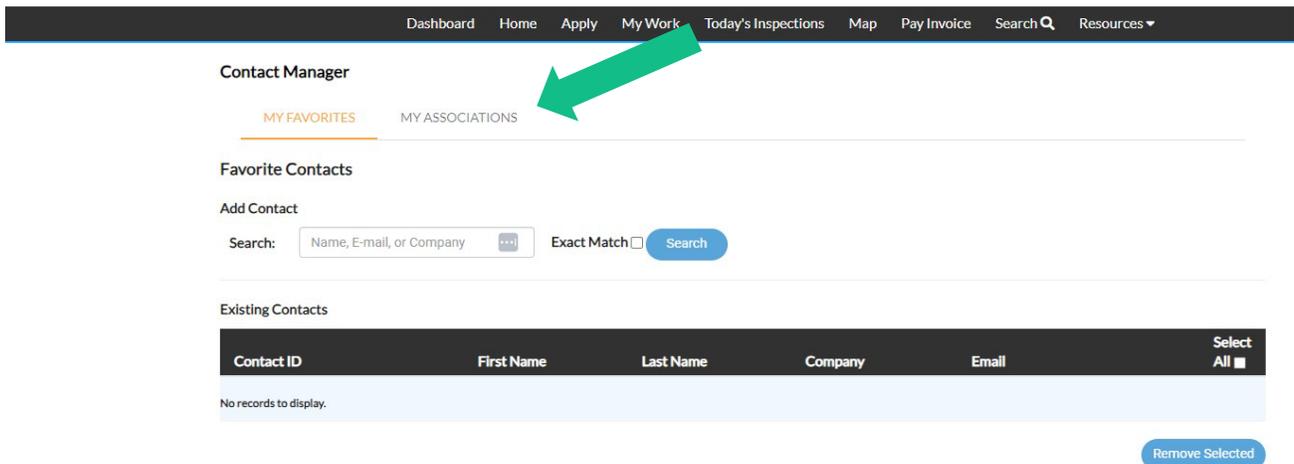
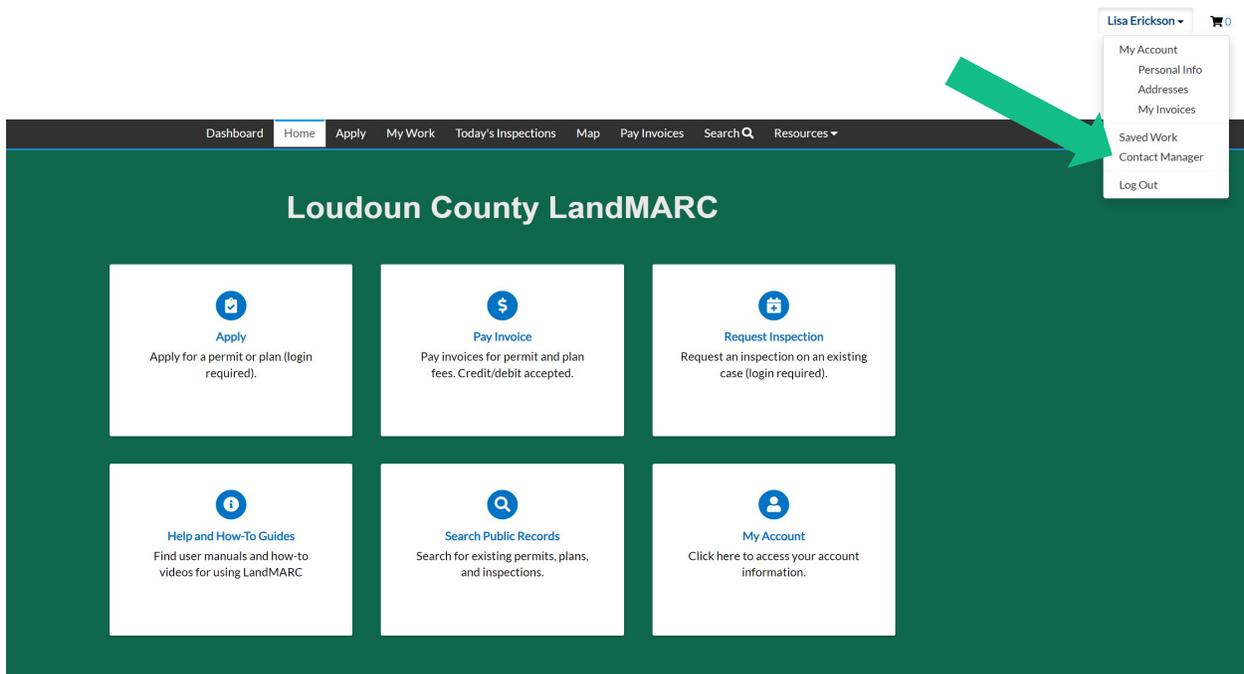
Requesting Access to Company Cases

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.



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'.

Contact Manager

MY FAVORITES **MY ASSOCIATIONS**

My Associations

Here you can request access to your company(s) cases. Search for your company below. If it has been set up it will appear in the list. Click on the Request Access button to send an email to the company administrator requesting access.

Add Contact

Search:

Contact ID	First Name	Last Name	Company	Email	
M00210	Matt	Langley	Compu-Dynamics	matt.langley@compu-dynamics.com	<input type="button" value="Request Access"/>
M00209	Jim	Cobb	COMPU DYNAMICS	jim.cobb@compu-dynamics.com	<input type="button" value="Request Access"/>
ID-000000005	Alex	Pierce	Pierce Dynamics	akpierce89@gmail.com	<input type="button" value="Request Access"/>
M00211			COMPU DYNAMICS INC	tim.dodd@compu-dynamics.com	<input type="button" value="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

To:

* Subject:

* Message:

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.

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Contact Manager

MY FAVORITES
MY ASSOCIATIONS

My Associations

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Add Contact

Search: Exact Match

Existing Associations

Contact ID	First Name	Last Name	Company	Email	Action
ID-000000005	Alex	Pierce	Pierce Dynamics	ScrambledEmail27FCB124@No.Email	<input type="button" value="Remove"/> 

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.

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Include Pierce Dynamics Records


My Permits

Attention

3

Gas (Residential) - A... 2
Fire Protection (Co... 1

Pending

5

Gas (Residential) - A... 2
Building Residential... 1
Other 2

Active

8

Building Commerci... 2
Building Residential... 1
Other 5

Recent

12

Masterfile (Residen... 2
Building Commerci... 2
Other 8

Draft

0

▶ View My Permits