

Add and Edit Employees or Other Associates to a Company/Business Contact List

Follow the procedures below to ensure **the appropriate employees at your company have access to all company plan and permit cases in LandMARC.**

In addition, this guide can be used to add/remove other users with LandMARC accounts to your plans and permits, such as subcontractors, architects, engineers, consultants, or other relevant representatives.

Note: Taking the steps outlined below will grant the contacts access to **ALL company cases.**

The company should designate a person who can make changes to your company list. This is the person who would have their email address as the company contact.

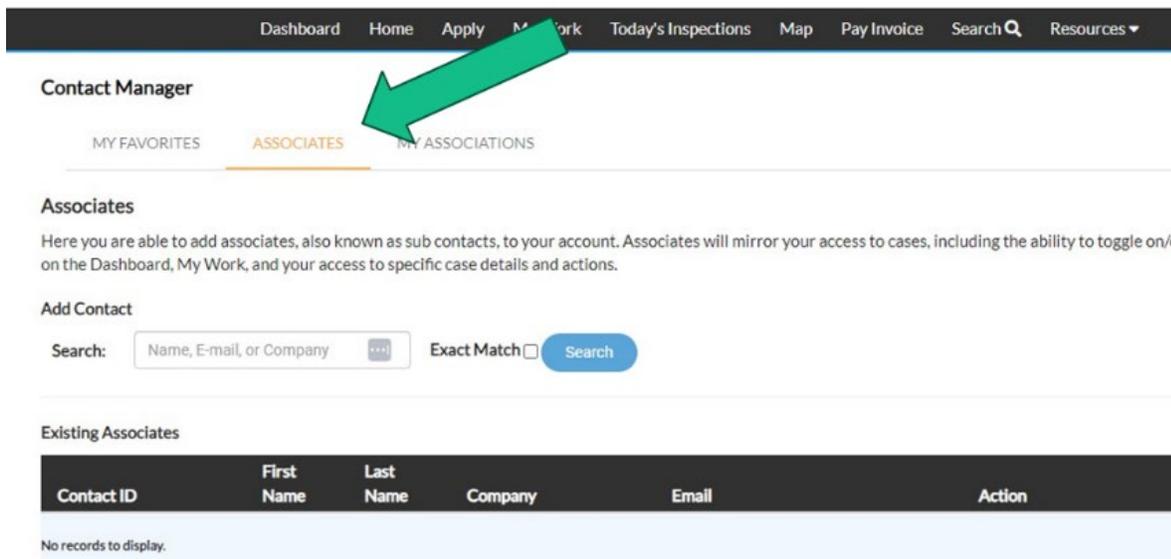
Being Designated as a Company Contact:

- [Sign-in to your LandMARC account.](#) Using the drop-down menu at the top right of the display select Personal Info.
- Add your company name to your profile.
 - All members of a company should enter their company name the exact same way.
- Choose the blue SAVE button.

Contact Loudoun County at 703-777-0220 to set up the company name or email address you will be using as your main company contact for your plans or permits. This must be done before you can proceed with adding associates. Anyone who will edit or add associate contacts must have authorization to access the email address associated with the company contact card.

‘Associates’ option

If you have the ‘Company’ box flagged in your contact record, you will have the Associates tab below when you login online which enables contact management.



Dashboard Home Apply My Work Today's Inspections Map Pay Invoice Search Resources

Contact Manager

MY FAVORITES **ASSOCIATES** MY ASSOCIATIONS

Associates

Here you are able to add associates, also known as sub contacts, to your account. Associates will mirror your access to cases, including the ability to toggle on/off on the Dashboard, My Work, and your access to specific case details and actions.

Add Contact

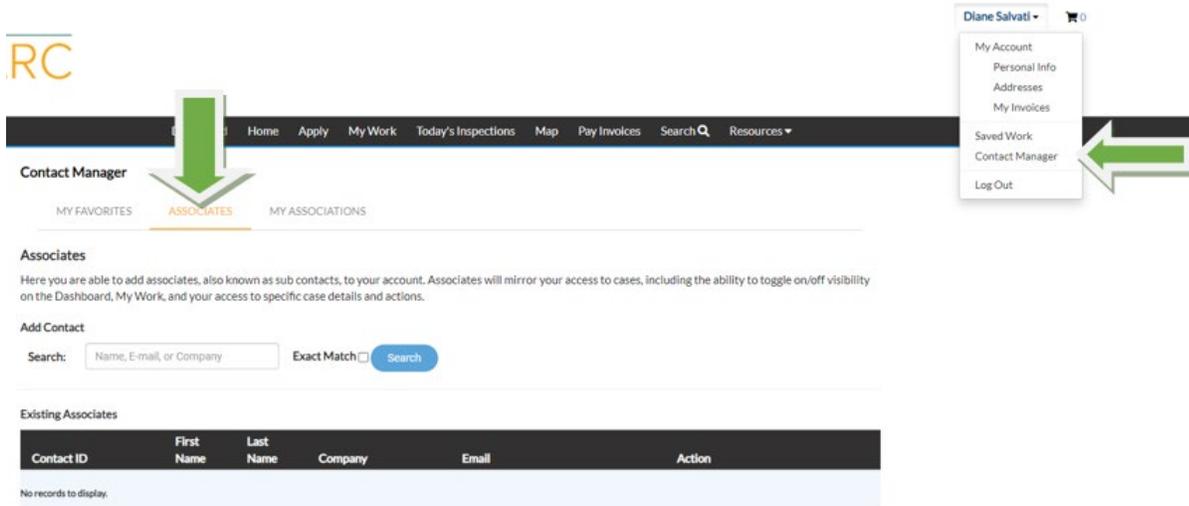
Search: Exact Match

Existing Associates

Contact ID	First Name	Last Name	Company	Email	Action
No records to display.					

Add associates (as a company)

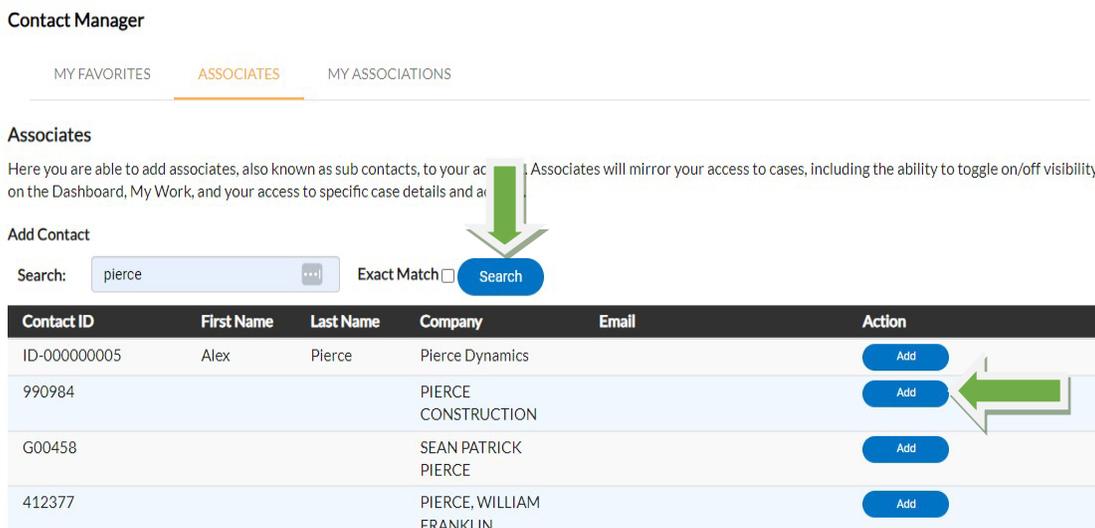
Sign into your company contact account and access Contact Manager from the drop down menu.



Search for existing contacts

Search for a contact and choose 'Add' to add them as a sub contact. **This will enable them to see the all of the parent company's cases.**

Note: The contact must already be registered in LandMARC to be added at this step.



Edit Existing Associates

Dashboard
Home
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My Work
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Add Contact

Search: Exact Match

Existing Associates

Contact ID	First Name	Last Name	Company	Email	Action
ID-000000005	Alex	Pierce	Pierce Dynamics		<input type="button" value="Remove"/>

Results per page 1 - 1 of 1 << < 1 > >>



After clicking Add, you should then see that newly added contact under the Associates screen. If you choose to remove the contact later, there is a 'Remove' button to the side of each contact.

Approving/Denying Requests for Access

Associates also have the ability to request access to a parent company's cases. ([See the how-to guide for requesting access here.](#)) When they do, the parent company contact will receive an email with options to approve or deny.

User Name is Requesting Access

Inbox

NO-REPLY 9:06 PM
← ...

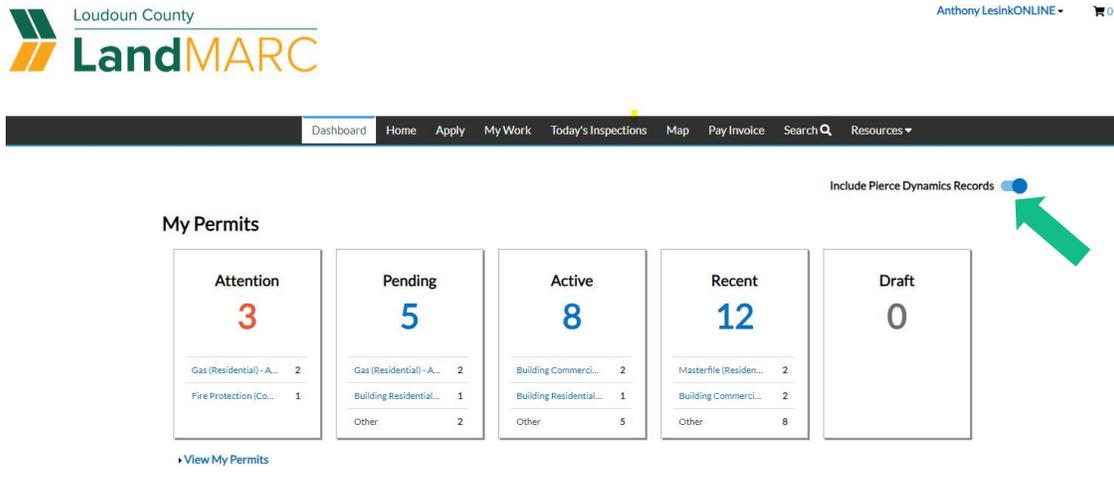
to me

User Name is requesting access to records associated with CompanyTest in our LoudounCountyVAProd portal.

Approve
Deny

Enable associations in dashboard

Once approved, a company's associations will have a toggle button in the Dashboard for each company to turn on or off viewing the work associated with the company.



The screenshot shows the LandMARC dashboard interface. At the top, there is a navigation bar with the following items: Dashboard (highlighted), Home, Apply, My Work, Today's Inspections, Map, Pay Invoice, Search, and Resources. The user's name, Anthony LesinkONLINE, is visible in the top right corner. Below the navigation bar, the 'My Permits' section is displayed. It features a toggle switch for 'Include Pierce Dynamics Records', which is currently turned on, indicated by a blue dot and a green arrow pointing to it. The 'My Permits' section is divided into five categories: Attention (3), Pending (5), Active (8), Recent (12), and Draft (0). Each category contains a list of permit types and their counts. For example, under 'Attention', there are 2 'Gas (Residential) - A...' permits and 1 'Fire Protection (Co...' permit. A link to 'View My Permits' is located at the bottom of the section.

Category	Count
Attention	3
Pending	5
Active	8
Recent	12
Draft	0