## **Attachment B**

## **Request Access to an Agency**

*Public Portal users will not have access to any agency-specific information without prior authorization from the Property Tax Division.*

1. From "What would you like to do?" select “My Agencies/Subagencies”.
2. Click "Add another subagency" and then "Request access to existing agency/subagency".
	1. The first time you log in to the portal, you will not yet have any access.
3. Choose the agency/subagency to request.
	1. Add a note if desired. This is included in the information the County will review.
	2. Click "Submit".
4. Click "Add another subagency" and complete the request process as many times as needed to access all the subagencies needed.

**Note:** The submitted requests will be received by the Property Tax Division. That division will set the appropriate permission level for each request. Permission levels include:

1. Read/Write - allows the user to upload annual Direct Charges
2. Read-Only - allows the user access to Portal reports No Access - user is denied access to the agency
3. No Access - user is denied access to the agency



-