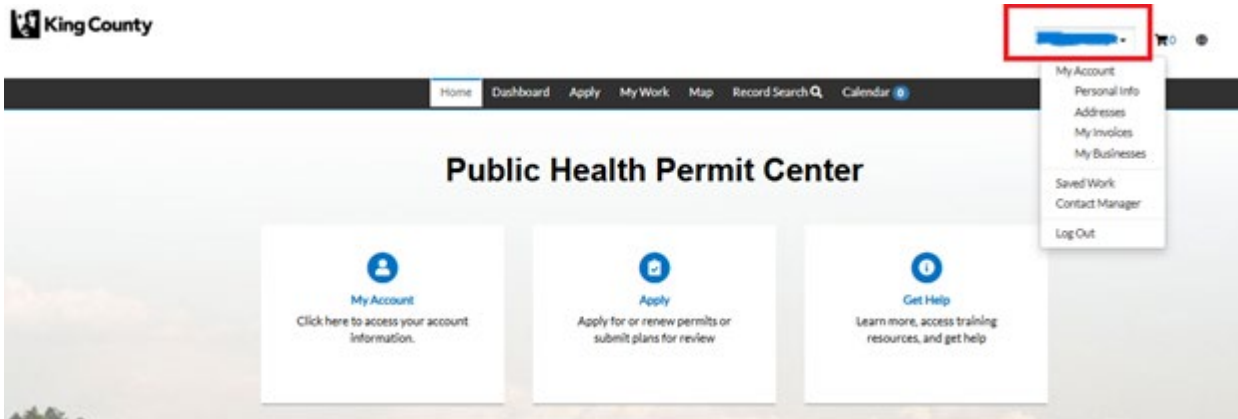


How to View and Change your Account Information

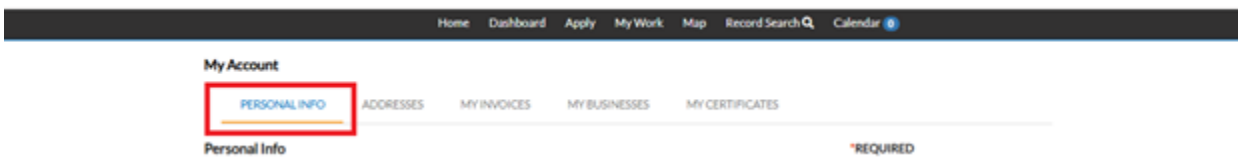
Once logged in, select your name in the upper right corner of the screen and select **“My Account”** (the first option in the drop-down menu) or the relevant option.



My Account

Your account is organized into several tabs, each containing specific information:

- **Personal Info:** Personal account details such as name, phone numbers, and email address.



- **Addresses:** The address information used in your applications.
- **My Invoices:** A list of all your invoices.
 - o Use the **"Display"** and **"For"** filters to sort or narrow the list.
 - o Select **"Export to Excel"** to download the invoice data as an Excel spreadsheet.

Home Dashboard Apply My Work Map Record Search Q Calendar 0

My Account

PERSONAL INFO ADDRESSES **MY INVOICES** MY BUSINESSES MY CERTIFICATES

My Invoices

Search... Export to Excel

Add To Cart Display Unpaid for All Invoice

Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/> INV-0000097	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000009-2024	9008 SHOREWOOD DR N
<input type="checkbox"/> INV-0000103	\$105.00	08/15/2024	Invoiced, Past Due	FOOD-MCL-000014-2024	
<input type="checkbox"/> INV-0000140	\$264.00	09/14/2024	Invoiced, Past Due	PLB-PR-0000006	dfasdrwer345
<input type="checkbox"/> INV-0000171	\$402.00	10/11/2024	Invoiced, Past Due	SCHL-PL-000340-2024	567 NE 90TH ST Seattle, W
<input type="checkbox"/> INV-0000385	\$204.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA
<input type="checkbox"/> INV-0000386	\$459.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA

- **My Businesses:** All businesses associated with your account.

- When submitting a permit application for the first time, you can add a new business.
- If a business is already linked to your account, you can select it from the list.

Home Dashboard Apply My Work Map Record Search Q Calendar 0

My Account

PERSONAL INFO ADDRESSES MY INVOICES **MY BUSINESSES** MY CERTIFICATES

My Businesses

Search for Business Number, Company Name or DBA Sort Business Number

Business Number	Company Name	DBA	Status	Company Type	Open Date	Action
000097-2024	Marila's Coffee Shop		Active	Corporation		
000366-2025	Mountaineer Club		In Review	Limited Liability Company		

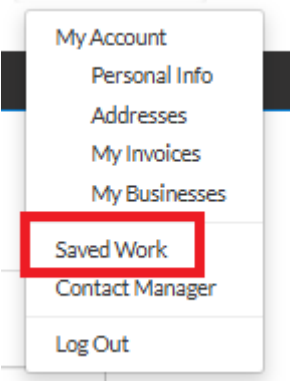
Results per page 10 1 - 2 of 2 << < 1 > >>

<input type="checkbox"/> INV-0000098	\$459.00	02/23/2025	Invoiced, Past Due	PB-VAR-000606-2025	14619 196TH AVE SE WA
<input type="checkbox"/> INV-00000898	\$972.00	04/24/2025	Invoiced, Past Due	PFE-PL-0000014	19008 SE 175TH ST WA 9
<input type="checkbox"/> INV-00000899	\$729.00	04/24/2025	Invoiced, Past Due	PFE-PL-0000015	9008 W SHOREWOOD DR
<input type="checkbox"/> INV-00000920	\$264.00	04/26/2025	Invoiced, Past Due	PGP-PLB-0000282-2025	9008 W Shorewood dr
<input type="checkbox"/> INV-00000925	\$264.00	04/26/2025	Invoiced, Past Due	PGP-PLB-0000285-2025	9008 W Shorewood dr
<input type="checkbox"/> INV-00000940	\$216.00	04/30/2025	Invoiced, Past Due	PB-PL-0000016	9008 W Shorewood dr 45r
<input type="checkbox"/> INV-00000947	\$216.00	04/30/2025	Invoiced, Past Due	PB-PL-0000018	9008 W Shorewood dr 45r

- **My Certificates:** All certificates currently issued to your account.

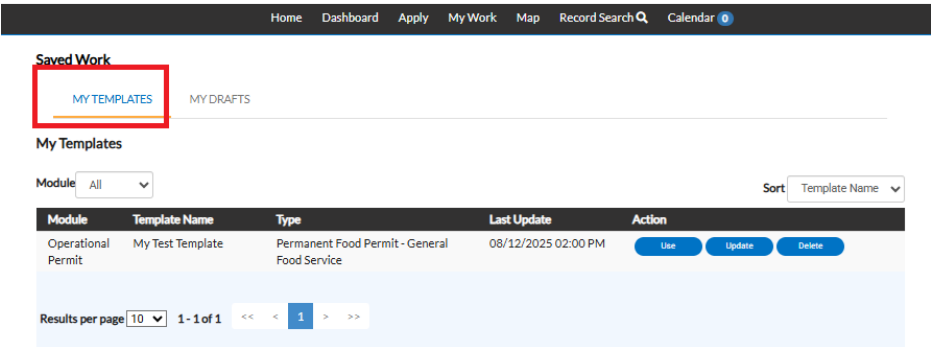
Saved Work

You can access your saved work by selecting your name in the upper right corner of the screen, then selecting **“Saved Work”** from the drop-down menu.

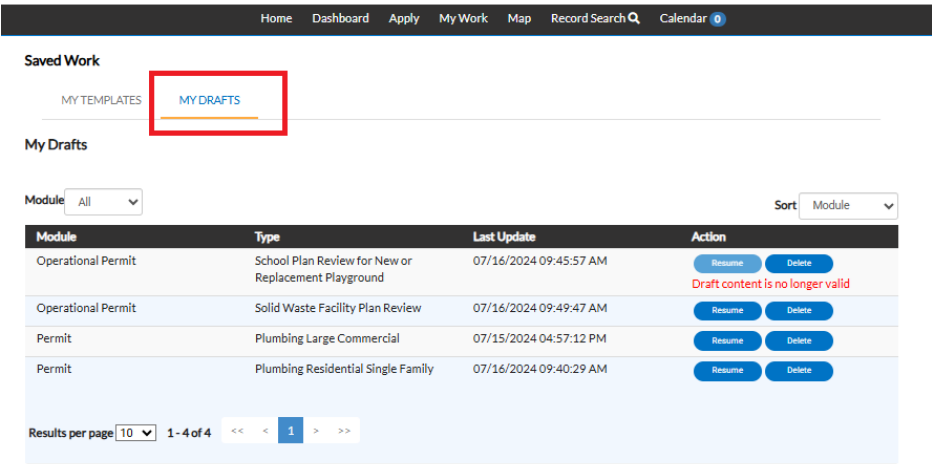


Your **“Saved Work”** page is divided into several sections:

- **My Templates:** Stores templates saved during the application process. This can be useful if you frequently submit similar applications and want to reuse the same information to save time.



- **My Drafts:** Contains saved drafts of applications. Saved drafts can be found under your **Saved Work**.



Creating a Template or Draft

- To create a template or draft, you must first start a new application
- Once the application is in progress, options to **“Save as Template”** or **“Save as Draft”** will appear at the bottom of the screen.

Home Dashboard **Apply** My Work Map Record Search Calendar

Apply for Operational Permit - Permanent Food Permit - General Food Service *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Click to search for the site address. Enter the address number and street name only. Tip: If search results do not include the property, check for typos in the address or misspelling of the street name.

If you want to receive paper mail at an address other than your site address, please add 2 locations on this page. First, enter your site address using the "Location" address type. Second, select the "Mailing" address type to add your mailing address.

Note: If your address is outside of King County, your address will not be available on the map. Please click the Add Location tile, then the ENTER MANUALLY menu to provide your address details.

Type: Location

US
4507 BROOKLYN NE AVE,
Seattle, WA, 98105

Main Address ☒

Parcel Number
8817400055

Main Parcel ☒

Remove

Location

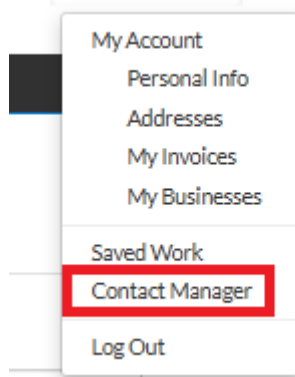
Add Location

+

Create Template Save Draft Next

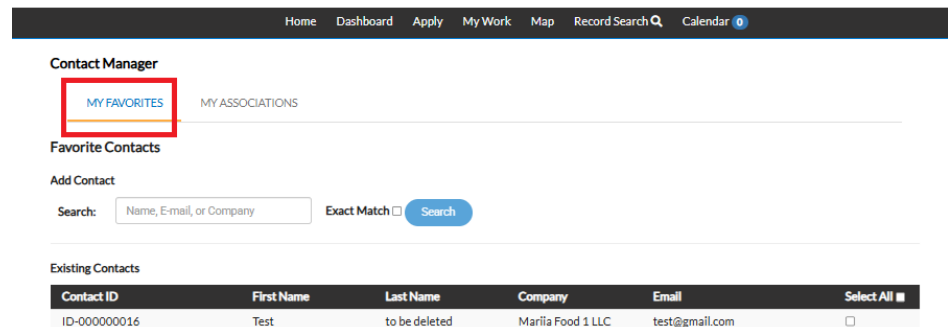
Contact Manager

You can manage your contacts by selecting your name in the upper right corner of the screen, then selecting **“Contact Manager”** from the drop-down menu.



This section is divided into two tabs, each with a specific function:

- **My Favorites:** Displays a list of all contacts you previously used during application submissions. This allows for quick access and reuse of frequently used contacts.



- **My Associations:** Allows you to request access to your company’s cases.
 - Use the search field to find your company. If the company has already been set up in the system, it will appear in the results.
 - Select **“Request Access”** to send an email request to the company administrator for case access.

