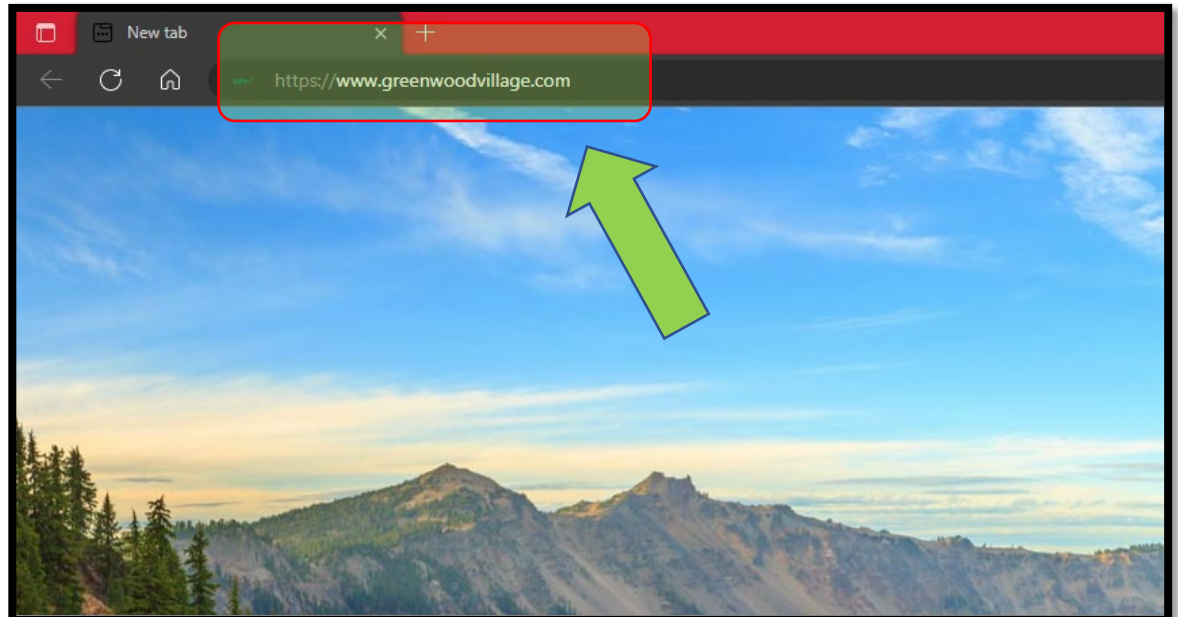


# Greenwood Village

## Adding Additional Users

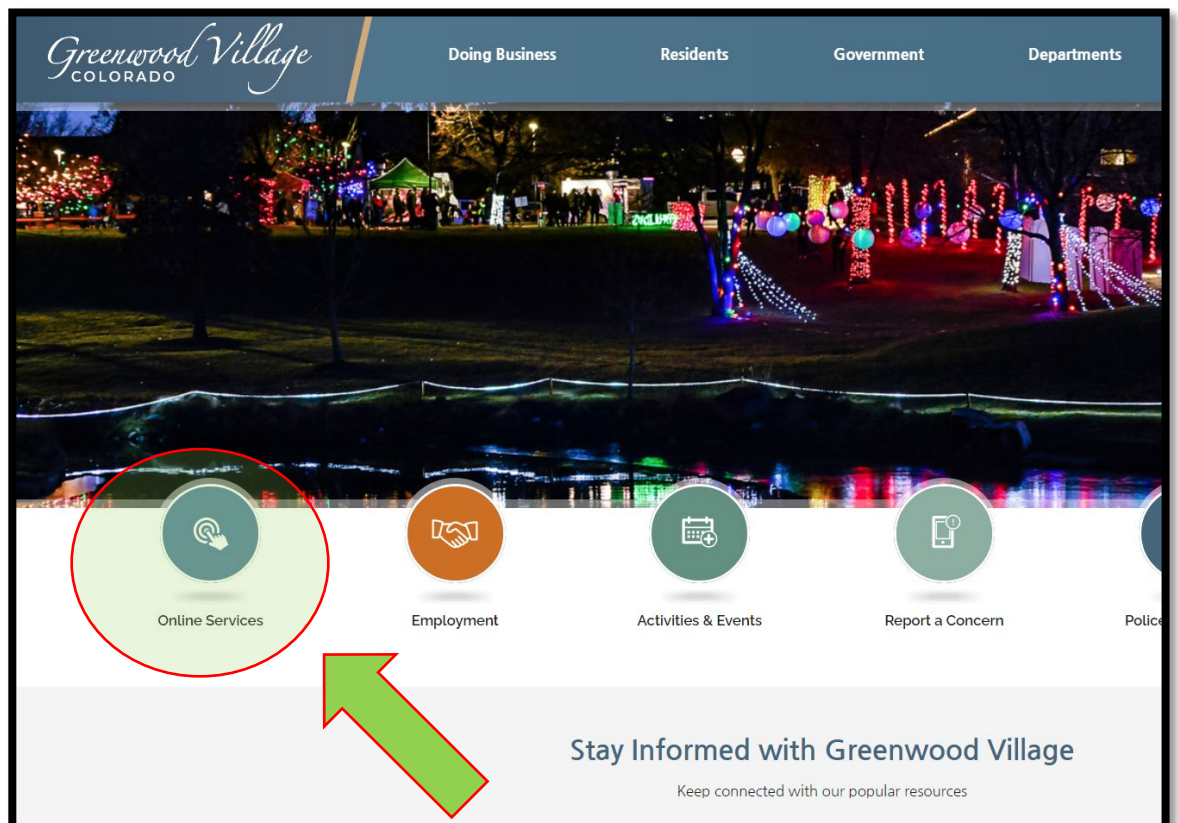
### STEP 1:

Visit <https://www.greenwoodvillage.com>



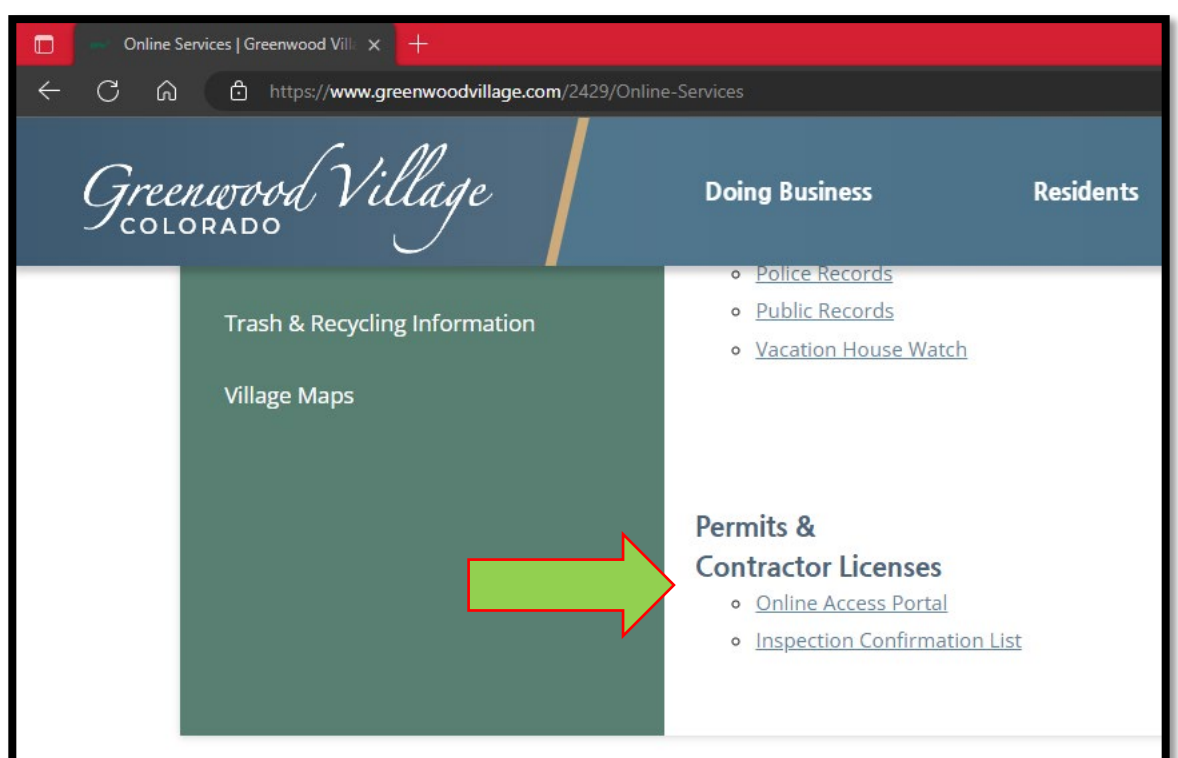
### STEP 2:

Underneath the image, you will find six circular icons. Select the first blue icon named: "Online Services."



### STEP 3:

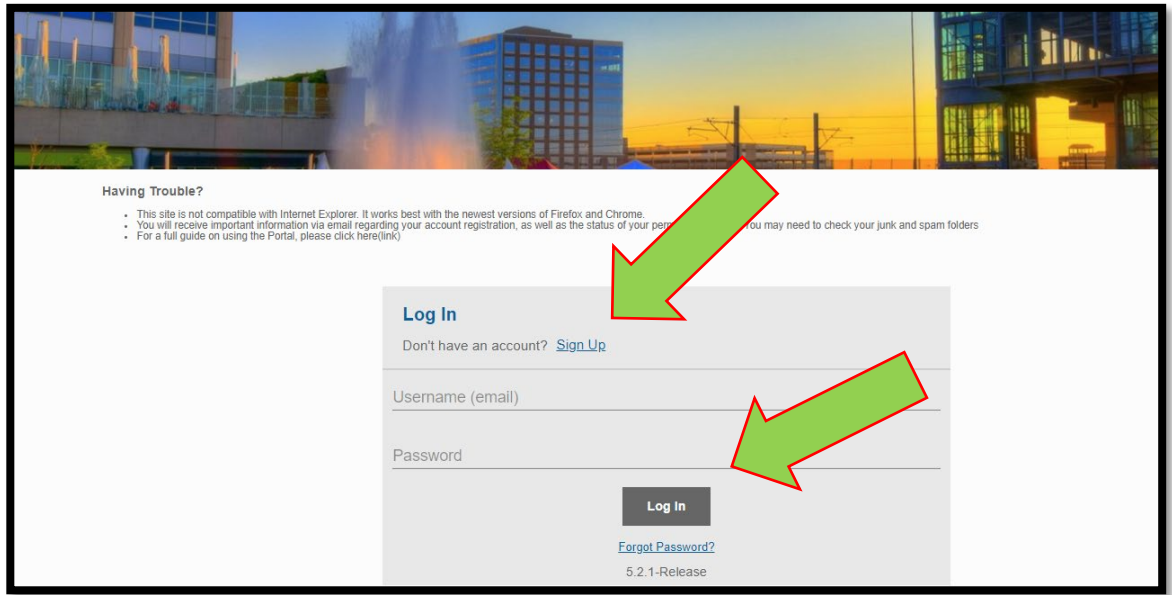
Next, scroll to the bottom and find the "Permits & Contractor Licenses" section, then select the hyperlink underneath "Online Access Portal."



**STEP 4:**

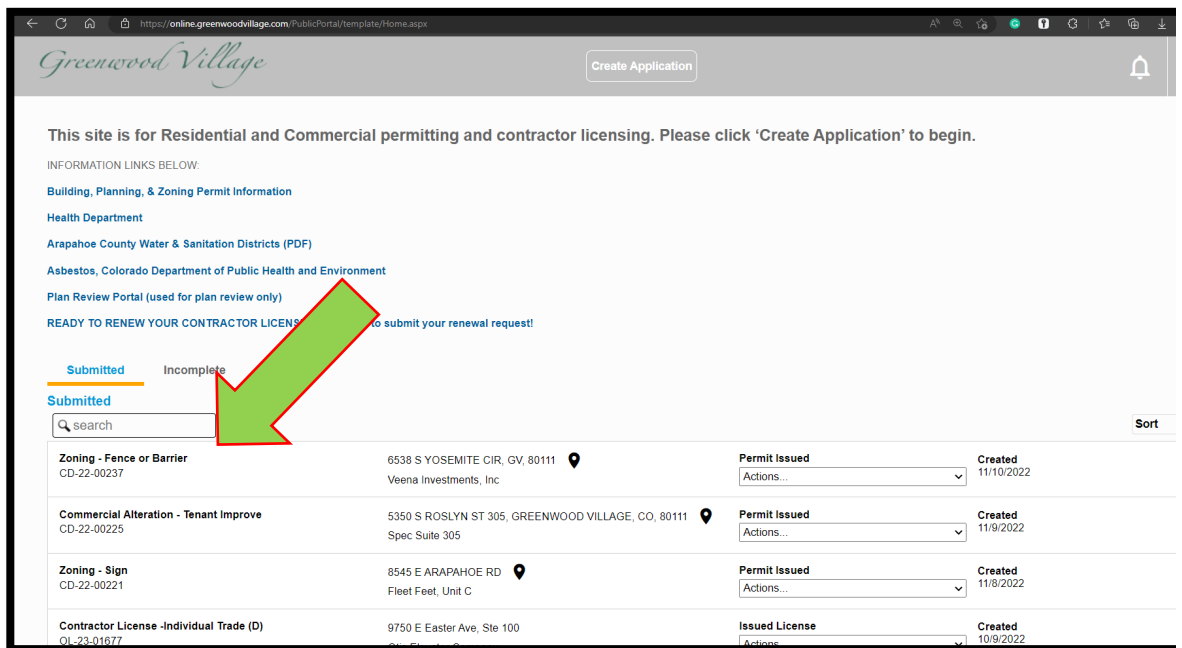
You've reached the Community Development Access Portal. You can "Log In" or "Sign Up" for a new account here.

Your email will default be used to associate you with your application. Any applications associated with your email will appear once you've logged in.



**STEP 5:**

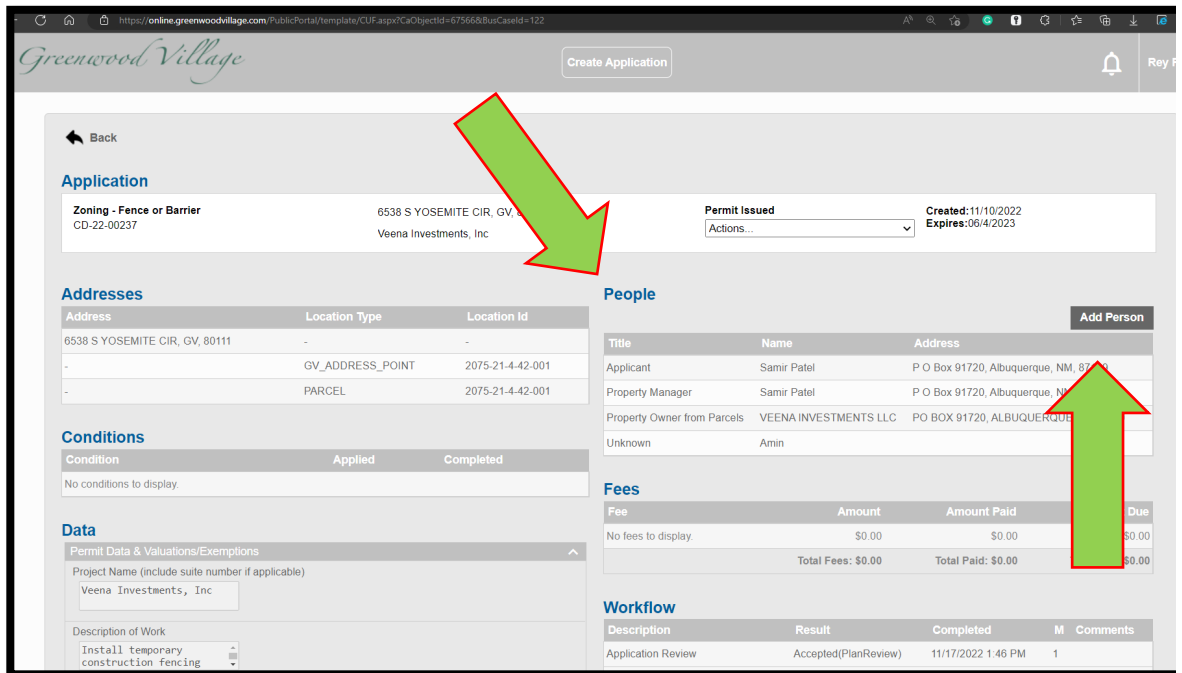
Select the account you want to change by clicking on the description or identifying number.



**STEP 6:**

Wait a few moments for your account information to update, then go to your account's "People" section.

Click on "Add People."



**STEP 7:**

Make sure to associate the individual with the correct role and complete the information with the best accuracy possible.

At a minimum, a name and email address will be required.

When finished, click on "Add," located at the bottom right.

The new user will now have the same access as the person granting the access.

Note:  
Access to drawings and the plan review process will still be restricted to the original applicants. Access can be granted by emailing the account number, individual role, name, and email to [comdev@greenwoodvillage.com](mailto:comdev@greenwoodvillage.com).

