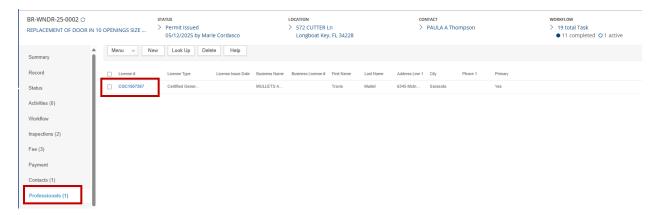
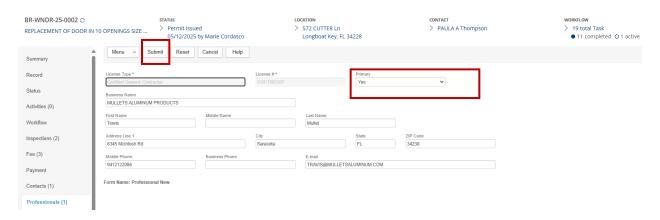
## Not Populating Contractor information on Building Permit Card

- Select the Record
- Under Summary Menu Select "Professionals"
- Click on License # (Blue #)



- If marked "No" and this is the primary contactor under Primary select "Yes" from the dropdown
- Select Submit



Note: You can regenerate the Permit Card under Summary>Report and email it under "Communication" or contact the contractor and let them know they can reprint the permit card from ACA – My records>select record> and on top under reports> Select Permit Card to print.