Changing Your Password

When a User is created in the PermiTrack application, a password is automatically generated from random letters and numbers and assigned to the new user. That password can be reset by the User or by a Client Administrator for your organization. To change the password:

1) Log into the application at http://www.MyPermiTrack.com.
2) Click SETTINGS in the top (black) menu bar
3) Click USERS in the grey menu bar; your active USERS will be displayed.
4) Select the green edit tool, or click the blue User Name for the USER you want to change passwords for.
5) In the EDIT USER screen, select PASSWORD in the blue text menu bar.
6) Enter and confirm the new PASSWORD in the boxes provided.
7) SAVE your changes. An updated PASSWORD email will be automatically generated and sent to the USER.

Adding a User

A PermiTrack Client Administrator for your organization can create additional USERS in the PermiTrack application as desired. If you are assigned as an Authorized Inspector on PermiTrackESC projects, your new USERS will automatically have access to record inspections for your projects. To add a USER:

1) Log into the application at http://www.MyPermiTrack.com.
2) Click SETTINGS in the top (black) menu bar
3) Click USERS in the grey menu bar; your active USERS will be displayed.
4) Select the NEW (blue text) menu option located above the word "Users."
5) In the NEW USER screen, fill in the requested information. Note that there are two Account Types: User will have access to the application and the ability to record inspections on any projects assigned to your organization. Client Administrators will in addition have the ability to edit your User information and to add additional USERS.
6) SAVE your changes. An email notification will be sent to your new User with an automatically generated Password.
7) *Optional Step – The auto-generated Password will be a random collection of characters and difficult to remember. You may change your new Users PASSWORD to something that is more easily remembered, or they can make that change at any time they are logged into the PermiTrack application.*

Changing the Primary Contact for Your Company

The primary contact for your company in PermiTrack can be changed by doing the following:

1) Log into the application at http://www.MyPermiTrack.com.
2) Click on the "Settings" button -------------------------------→

3) Click on the GREEN "Edit" button above the Name of Your Company.
4) Scroll down to "Contact Information" and click on the drop down menu.
5) Select the person who is to be the primary contact for your company. If the person's name does not show up in the drop down menu then you will need to add them first (see the Adding a User guide).

How to Place Your Company Logo on the Inspection Report

If you would like your company logo to appear on your inspection reports along with your company name follow these steps:

1) Log into the application at http://www.MyPermiTrack.com.
2) Click on the Settings Menu in the black menu bar.
3) Click on Settings in the grey menu bar and select "Logo".
4) Under the "Report Logo Image" select the "Choose File" button and select your company logo file to upload. This will place your company logo in the upper left hand corner in addition to your company name.

Note: Currently all inspection reports accessed off of the website when you are logged in will have your company logo and name in the upper left hand corner even if your company did not fill out the report. Thus, if you receive an email with a report filled out by another company you will want to print out that report from the email attachment.