DELEGATING IN EPS
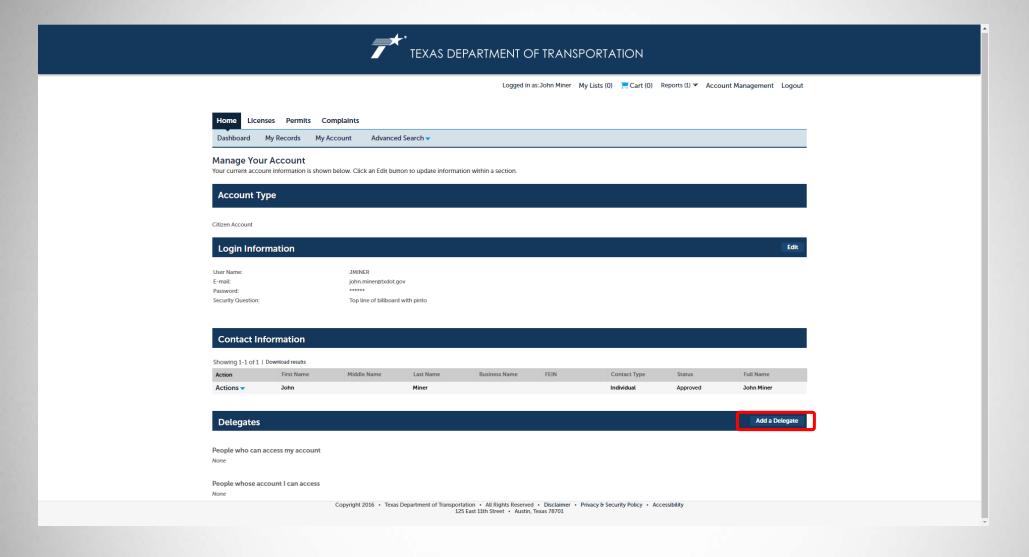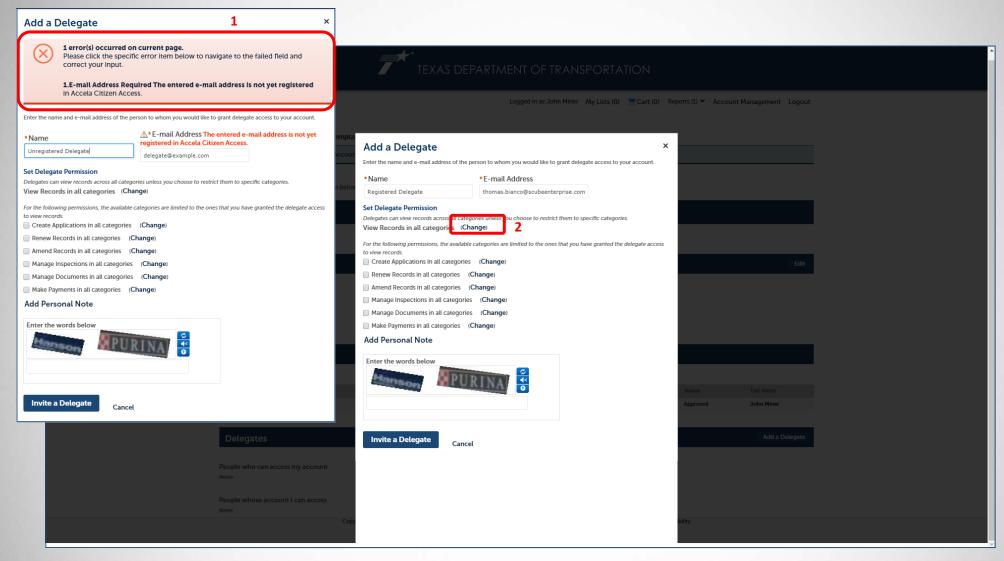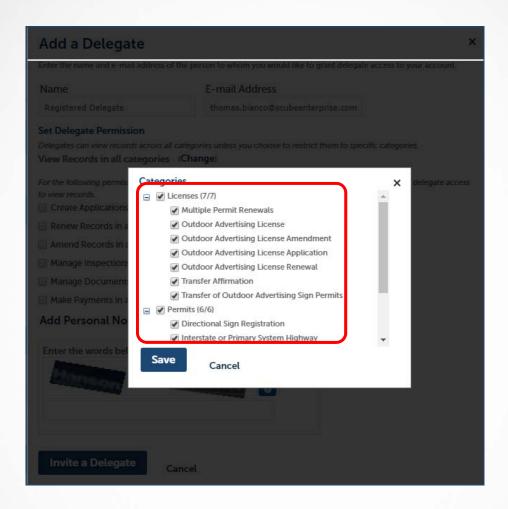## OUTDOOR ADVERTISING REGULATORY PROGRAM
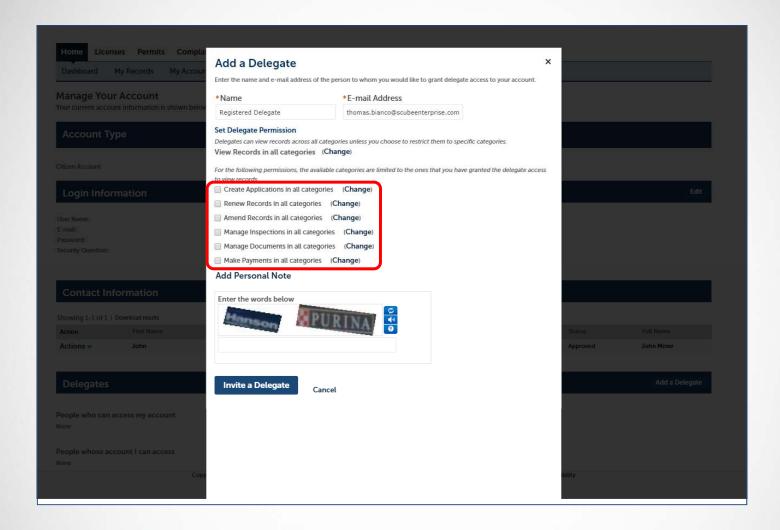
After logging in, please select "Account Management".

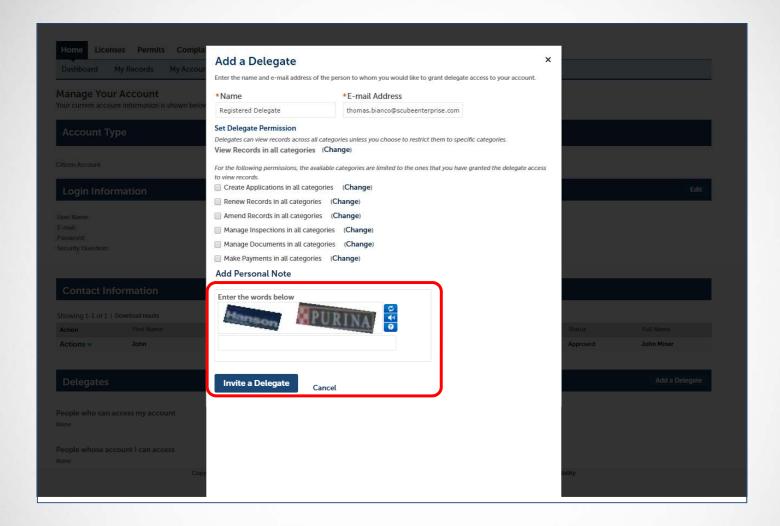Scroll to the bottom of the page and select "Add a Delegate".

1. If you are delegating to a user who is not registered in EPS, the following error will appear.

2. A registered account will produce no error. You may then proceed to select the record types you would like the delegate to have access to.

To expand the lists, click on the "+" and check the records you would like to give the delegate access to.

You may then indicate the powers of your delegate with the record types you have selected.

Then enter the words as they appear in the box below the images and select "Invite a Delegate".

☐　● **autosender@agency.com**　　　**You are invited to become a delegate user for Andy Eden**　 Dear Handy Andy Andy Eden would like to add you as a delegate ·　　11:55 AM

You are invited to become a delegate user for Andy Eden ☆

autosender@agency.com　　　　　　　　　　　　　　　　　　　Today at 11:55 AM ☆
To canchili@yahoo.com

Dear Handy Andy
Andy Eden would like to add you as a delegate to their Citizen Access account.
"
As a delegate, you will be able to create applications, manage inspections and documents, renew and amend records, and make payments on the behalf of Andy Eden, based on the permissions that have been granted to you.
Please log into your Citizen Access account and access **Account Management** > **Delegates** to accept or reject the request.

Reply, **Reply All** or **Forward** | **More**

The user will receive an email form the agency directing them to log in to their account, where they may either accept of reject your request.