



For those individuals and businesses who do frequent business with the city, Civic Access provides the ability to create, search for, and save a contact as a favorite. This will save you time the next time an application is filled out.

While filling out an application

During the process of filling out an application, you have the option of saving a favorite from within the Add Contact screen.

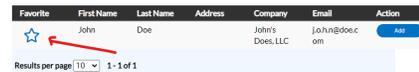
1. From the Add Contact screen of an application, select the Search tab and type a portion of the person's name you wish to save as a favorite



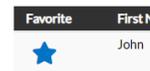
2. Click the magnifying glass



3. In the search results screen, click the star next to the name you wish to save as a favorite



4. The star will fill in saving this contact as a favorite



5. For any future applications, simply select the My Favorites tab



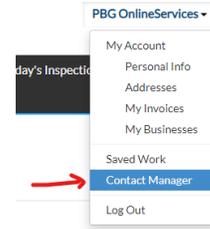
6. This will list all contacts that you have previously clicked the star



Using Contact Manager

Contacts can also be added to your favorites list by using the contact manager found within your profile settings options

1. From any page in Civic Access, click the profile settings drop-down where you see your name and select Contact Manager



2. On the My Favorites tab, enter the name (or at least a portion of the name) of whom you wish to add as a favorite and click the Search button.



3. In the search results section, select the check box for the favorite(s) to add, and click the Add Selected button



4. The contact will be added to the Existing Contacts section and available on the Add Contacts step of applications going forward

