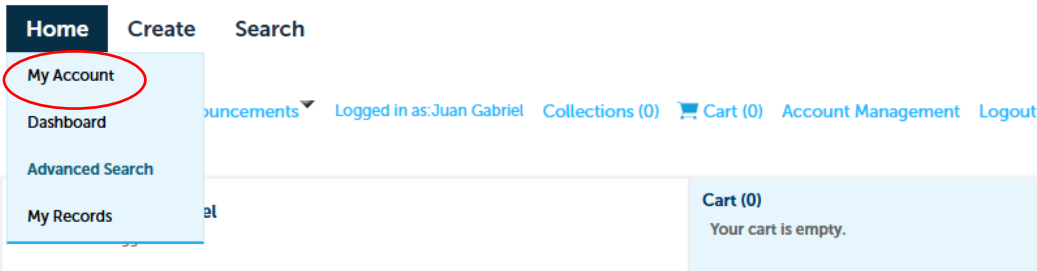


How to Add a Delegate

A delegate is an individual who you invite to help manage your Environmental Health records through the online portal. You assign each delegate permissions which allow them to complete specific functions related to your Environmental Health records. Once you have added someone as a delegate, they will receive an email invitation to accept the request. Each delegate will be required to create their own account.

1. Access the online permitting portal by clicking <http://aca-prod.accela.com/SNHD/> and login using your credentials. If you don't have an account, select 'create an account' and follow the prompts.
2. Once logged into your account, click 'Home' and select 'My Account'.



3. Select 'Add a Delegate'.

Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Action	Full Name
Juan		Gabriel		Business Owner	Actions ▼	Juan Gabriel

Delegates

[Add a Delegate](#)

4. Enter in the name and email address for the person you are adding. By default, delegates can view all records; click on 'change' to modify this. You can also select any additional permission(s) you want to grant to that individual. When finished, complete the reCAPTCHA and select 'Invite a Delegate'.

A screenshot of the 'Add a Delegate' form. It includes fields for 'Name' and 'E-mail Address'. Below these is a section titled 'Set Delegate Permission' with a red box around the text: 'Delegates can view records across all categories unless you choose to restrict them to specific categories.' Below this text are several checkboxes for permissions: 'View Records in all categories (Change)', 'Create Applications in all categories (Change)', 'Renew Records in all categories (Change)', 'Amend Records in all categories (Change)', 'Manage Inspections in all categories (Change)', 'Manage Documents in all categories (Change)', and 'Make Payments in all categories (Change)'. A callout box labeled 'Select additional permissions' points to these checkboxes. At the bottom, there is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'reCAPTCHA' logo. Below the reCAPTCHA are two buttons: 'Invite a Delegate' (circled in red) and 'Cancel'.

5. You will now see the delegate you invited listed in the ‘delegates’ section under ‘my account’. You will also see any accounts for which you are a delegate listed here.
- The delegate will receive an email inviting them to accept or reject the request.
 - The permissions will not go into effect until the delegate accepts the invite.

Delegates

[Add a Delegate](#)

People who can access my account

EH Training (EHTRAININGOFFICE@SNHD.ORG)
Invitation sent on 04/16/2026

[View Invitation](#)

[Add a Delegate](#)

People whose account I can access

None