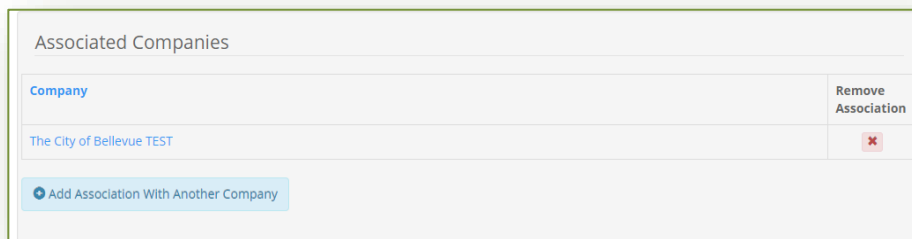


Editing an Existing Account Profile

1. Go to MyBuildingPermit.com, click on [Apply For Permit](#)
2. On the *Log In* page, enter username and password to access your account
3. Click on *My Profile* in the top menu bar
4. Update password, First/Last Name, email address, or phone number
5. Add or manage a billing address:
 - a. Click [Manage Billing Addresses](#) → under Address Information section
 - b. Click [+ Enter a New Address](#)
 - c. Complete all required fields and select [Save](#)
 - d. Billing addresses can also be edited or deleted
6. Add or remove associated companies:



- a. To remove an associated company, click the red **X** under the **Remove Association** column
 - b. To add an association company, click [+ Add Association With Another Company](#)
 - c. In the pop up window, enter the 9-digit WA UBI number and click [Find Company](#)
 - d. Click checkbox to certify and then green [Select](#) button to add or click Close to cancel
7. Click [Save Profile](#)
 8. A confirmation will be received that changes have been saved

Note: All existing user accounts associated with the company will receive an email regarding your new association with the company.