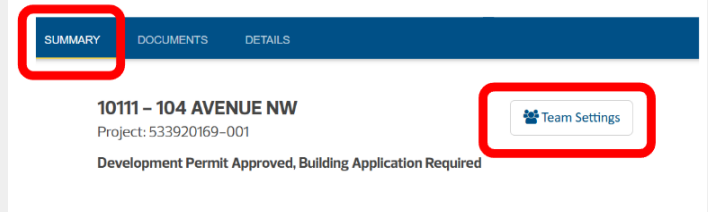


Permit owners can now add customers, contractors, consultants and co-workers to view or edit applications, inspections, and receive notifications through *Team Settings*.

How To Add Team Members

1. Log in at selfserve.edmonton.ca
2. Open the permit
3. Open the SUMMARY tab
4. Click on *Team Settings*, underneath or left of the address



5. Send an invitation via email

Add a Team Member

Add others to your project to check the status, view details, documents, make payments, and see City review feedback. They will also receive update emails throughout the permit process.

[Send Invite](#)

6. Scroll down, select the access type. Done!

Team Member

Email Address

test.account@edmonton.ca
Status - Invite Sent on 30-APR-2026

Access Type

Can Edit

Can View

Can Edit

Can Manage

Access Types and Permissions

Permit Owner	All tasks
Can View	View project details and receive updates
Can Edit	Edit and perform tasks on the project
Can Manage	Help the permit owner manage other team members. Limit of 1 person.

Need more info? See the *Team Settings Frequently Asked Questions Guide* on [Self-Serve Help](#).