

How to Add a Contact as a Favorite

To add a contact to your favorites you must be applying for a permit, plan, or license.

1. Once you've gotten to **step 3** of the application, where you select contacts, select the contact type.
2. Then click the "+ **sign under Add Contact.**
3. Then click on **Search** if its not already selected.
4. Type a full or partial **Name, email, or Company name.**
5. Click **search.**

Add Contact

Add Contact As

Search

6. Search results should appear below, if the contact is in PPL.
7. Next to the persons name click the ★ **star icon**, this will add them to your favorites.

Favorite	First Name	Last Name	Address	Company	Email	Action
<input checked="" type="checkbox"/>	Tim	Taylor	35 S Washington Naperville IL 60540	PBG Construction	pbg@tylerdemo.net	<input type="button" value="Add"/>

8. Once you've added the contact to your favorite, they will appear on your screen when you click **My Favorites.**

Search

9. **Congratulations!** Now you can easily add your favorite contact easily during the application and renewal process online.