



HillsGovHub

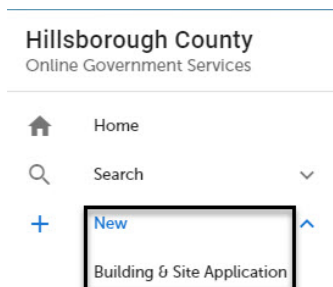
User Guide

Create a Commercial Burglar Alarm Record



Create a Commercial Burglar Alarm Record

- 1) Log in to the [portal](#).
- 2) Select **New** and **Building and Site Application** from the left-hand menu.



- 3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.

- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'Burglar' in the search box and select **Search** or select **Commercial Burglar Alarm - Alarm Components** from the **Building and Site Commercial** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.

- 6) Enter the **Street No.** and **Street Name** for the property in the address section and select **Search**, if applicable. The address is not required and can be added after submission.

Note: If the number of permits requested is greater than 1, additional applications will be created upon payment. To add an address to the application after submission, create an [Add An Address to Burglar Alarm or Roof Trade](#) application.

- 7) Select **Continue Application** to proceed to the **Application Detail** page.
- 8) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter the detailed information about the request.

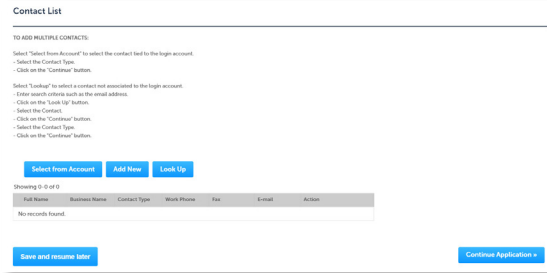
- 9) Enter the number of permits requested for the application.

Note: The expiration date will auto-populate upon submission of the application.

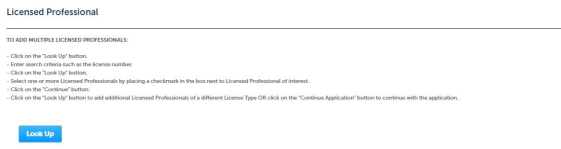
- 10) Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project.

- 11) Select **Continue Application** to proceed to the **Contact Information** page.
- 12) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.

- 1) Add additional contacts to the application, if applicable, by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. The **Look Up** should be selected first.
 - a. **Select from Account** - select a contact associated to the account.
 - b. **Add New** - add a new contact not associated to the account.
 - c. **Look Up** - select an existing contact in the system.



- 2) Select **Look Up** in the License Professional List section to search and add License Professional(s) to the application.



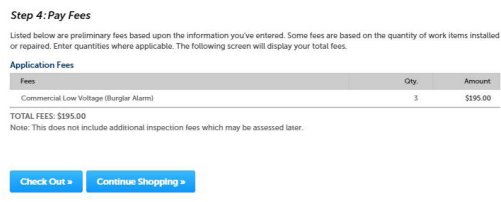
- 3) Select **Continue Application** to proceed to the **Attachment** page. Select **Add** in the **Attachment** section to add documents, if applicable.



- 4) Select **Continue Application** to review the application detail entered. If changes are needed, select **Edit** to edit the applicable section of the application. If no changes are needed, proceed to the next step.

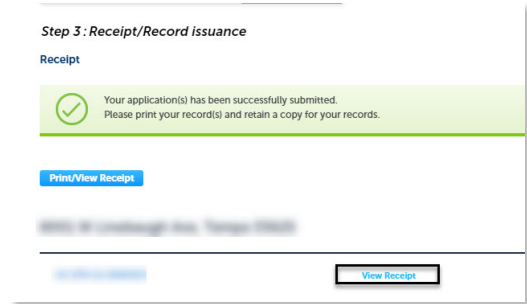


- 5) Select **Continue Application** to proceed to the **Pay Fee** page. Review the fees and select **Check Out**.



Note: Credit cards are the only payment method currently accepted online.

- 6) Select **Check Out** to proceed to **Payment Information** Page. Complete the payment information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation that the application was received successfully and will send an email confirmation. Select **Print/View Receipt** to open the receipt.



Note: If the number of permits requested is greater than 1, additional applications will be created upon payment. To add an address to the application after submission, create an **Add An Address to Burglar Alarm or Roof Trade** application.