

# Customer Portal

## How To: Sign Up for Notification Emails

There are 2 types of notification emails in the system:

- a) Default Notifications: Permit requires attention – Application Incomplete or Revisions required for example. These do not require sign-up or activation they will occur by default
- b) Optional Notifications: Action completion emails – Permit Issued or Permit completed for example. You must elect to receive these emails. The following guide show you how to turn these notifications on and off.

1. From the Home page select Profile.

The screenshot shows the Halifax Customer Portal Home page. The top navigation bar includes the Halifax logo, the user name 'Welcome, Erin Dobson', and links for 'Home', 'Search', 'Pay', 'My Payments', 'Profile' (circled in red), and 'Sign Out'. The main content area is titled 'Home' and includes a welcome message: 'Welcome to Halifax Regional Municipality's Online Permitting System'. Below this, there is a 'Permitting' section with links for 'Apply for a Permit', 'Estimate Fees', and 'Inquiries'. A horizontal tabbed interface shows 'MY INSPECTIONS' as the active tab, with other tabs for 'MY ACTIVITIES', 'MY PROJECTS', and 'MY BUSINESSES'. Below the tabs, there is a table with columns: 'Inspection Number', 'Result', 'Next Action', 'Inspection Discipline', 'Requested Date', 'Scheduled Date', 'Location', and 'View Permit'. A 'Search...' link is located at the bottom right of the table. The screen ID '1003851' is visible in the bottom right corner.

## Signing up for Notification Emails

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2. Select Action Completion Emails link

## My Profile

CUSTOMER DETAILS

\*First Name:  [Change Password](#)

Middle Name:

\*Last Name:

Email Address:  [Change Email](#)

\*Notification Method:  Postal Mail [Action Completion Emails](#)  Email

\*MAILING ADDRESSES

[+ Mailing Address](#)

Address	Primary
 PO Box 458 Dartmouth, NS B4T5H2	<input checked="" type="checkbox"/> <input type="checkbox"/>

\*PHONE NUMBERS

[+ Phone Number](#)

Type	Phone Number	Ext.
Main <input type="text"/>	<input type="text" value="902 555 8888"/>	<input type="text"/> <input type="checkbox"/>

I am associated with a Contractor?

I am associated with a Referral Agency

[Save](#)

# Customer Portal

3. Select which email notifications you would like to receive and click Save.

## Profile

*You must opt in to receive permit status notifications. Status notifications will be sent to this e-mail address:*

**Email address:** Karen.Thompson@gmail.com

**Receive email when my action is needed:**  
**ACTION COMPLETION EMAILS**

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*Select the e-mail notifications you would like to receive*

**Receive email when action is complete:    Receive Email?**

Issue Building Permit	<input type="checkbox"/>
Issue Certificate	<input type="checkbox"/>
Issue General Permit	<input type="checkbox"/>

**Save**

## Profile

*You must opt in to receive permit status notifications. Status notifications will be sent to this e-mail address:*

**Email address:** Karen.Thompson@gmail.com

**Receive email when my action is needed:**  
**ACTION COMPLETION EMAILS**

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*Select the e-mail notifications you would like to receive*

**Receive email when action is complete:    Receive Email?**

Issue Building Permit	<input checked="" type="checkbox"/>
Issue Certificate	<input checked="" type="checkbox"/>
Issue General Permit	<input checked="" type="checkbox"/>

**Save**

4. Click Home or Profile to return.