

Printing Short Form Permits

Click on the **View Unused Permits** link

- Click on a **Short Form Permit number**
- You can view/print the new single sheet form

Note: Existing three-part short form permits already issued are valid until May 1, 2008.

Always remember to LOGOUT to safeguard your Short Form Permit account.

ALREADY REGISTERED?

- GO TO www.wsscwater.com
- Click **Short Form Permits**
- Enter your User ID (email address) and Password to Login.
- Your personal Home Page will be displayed.

FAQs

- Q: How can I get confirmation of my registration information (for future reference) when I register for a WSSC User ID?**
- A:** Print the registration screen before clicking OK, or after logging in with your USER ID and Password, click LAUNCH (in the heading) and select EDIT MY PROFILE to view or change your registration information.
- Q: Can a master licensee designate another person to purchase Short Form Permits in his name either online or in person at the Permit Services counter?**
- A:** Yes. The master licensee can authorize up to three persons as his proxies to purchase short form permits on his behalf. The master licensee must use the MODIFY PROXY LIST function to add or delete proxies.
- Q: Does each proxy need a unique code to register?**
- A:** No. Only the master licensee will need a unique code to link his license number to his User ID/email address.
- Q: How can a proxy (or permit runner) view or purchase short form permits for a master licensee?**
- A:** The master licensee uses the MODIFY PROXY LIST function on his licensee Home Page to list the full name and unique email address for each person he authorizes as a proxy.

- REMEMBER: The proxy name must match the name on his/her driver's license for verification when purchasing short form permits at the Permit Services counter.
- REMEMBER: If the proxy will be purchasing permits online for the master licensee, the proxy MUST go through the WSSC registration process to register his/her unique email address as a WSSC User ID.
- REMEMBER: The proxy will need to establish a unique email address for each master licensee they work for.

Q: How do I register my credit card information to purchase short form permits?

A: You do not need to register the credit card information. WSSC does not save or retain credit card information.

Q: How do I get a replacement short form permit if I make a mistake on the three-part, pre-printed form?

A: If the short form permit number is listed under VIEW UNUSED PERMITS, just print the online, 8-1/2" x 11" form and schedule your inspection using the single-sheet form. WSSC no longer sells or replaces the three-part carbonless forms.

Q: When does a short form permit move from the VIEW UNUSED PERMITS list to the VIEW USED PERMIT list?

A: When you have scheduled an inspection for a specific address.

Q: When will short form permit inspection results be posted online?

A: This is planned for the future.

For more FAQs, visit www.wsscwater.com then click e-services.



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**Washington Suburban
Sanitary Commission**

WSSC is among the 10 largest water and wastewater utilities in the nation, serving nearly 1.8 million customers in Prince George's and Montgomery counties.

We operate and maintain 7 water and wastewater plants, over 5,300 miles of fresh water pipeline and over 5,200 miles of sewer pipeline.

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**Washington Suburban
Sanitary Commission**

Short Form Permits

Quick Reference Guide



A guide to WSSC's new, ONLINE
Short Form Permits for Principal
Master Plumbers & Gasfitters

step 1 Register

Who can register?

Principal master plumbers and/or gasfitters (and their proxies) who are in good standing.

Simply provide your EMAIL ADDRESS and a PASSWORD.

The email address becomes your WSSC USER ID and allows you to use all online services which require registration (some do not). Follow these easy steps:

- GO TO www.wsscwater.com
- Click **Short Form Permits** under Quick Links on the left side bar.
- Click **Sign Up** to access the WSSC Registration screen.
- Complete the registration information and click **OK**.

Now click **WSSC e-services Login** to return to the Login screen.

step 2 Establish Your Personal Account

On the Login screen (WSSC e-services Login), enter your User ID (email address) and Password and click **LOGIN**. Then click **Short Form Permits**.

- Enter your full five-digit WSSC master license number (including zeros).
- Enter your First Name and Last Name as it appears on your WSSC license (no middle initials).
- Enter the Unique Code (case sensitive) indicated on the notification letter you received from WSSC.
- Click **LICENSEE VALIDATION**
- You are now on your **Home Page** for Short Form Permits.


Note: The Unique Code is required for security purposes to ensure that only the master licensee is establishing an account with the master license number. If the Unique Code is lost, the master licensee will need to appear in person at the Permit Services counter and present a photo ID and WSSC license to have the Unique Code reset.

step 3 Click the Features You Need

From your Home Page, select a link.

- **View Unused Permits**
- **View Used Permits**
- **Purchase Permits:** Five short form permits may be purchased (per transaction) using a credit card payment only. A transaction fee will be applied. Short form permits may still be purchased at the Permit Services counter using cash or check only.
- **Modify Proxy List:** You may authorize up to three additional persons or proxies to view and purchase short form permits online or in person at the Permit Services counter. This feature also allows you to add or delete proxies.

Note: Each proxy must also register using a unique email address before access to the master licensee's account will be allowed.

- **Disconnect Licensee ID Account:** If your email address (which represents your WSSC User ID) changes, this feature will allow you to disconnect your license number from your old email address. You must re-register using the new email address to continue using the Short Form Permits e-services. For help connecting a new email address with your license number, please click the  **Help** feature for specific instructions.

Need Help?
It's just a click away...



Help