#### **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 <u>unique</u> 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 <u>unique</u> email address as a WSSC User ID.
- REMEMBER: The proxy will need to establish a <u>unique</u> 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 threepart 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*.



#### 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.

www.wsscwater.com Customer Relations Office cust-relations@wsscwater.com 301.206.4001



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

# Register

#### Who can register?

step

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 Bersonal Account

**Click the** 

**Features** 

You

From your Home Page, select a link.

• Purchase Permits: Five short form permits

may be purchased (per transaction) using a

be applied. Short form permits may still be

credit card payment only. A transaction fee will

purchased at the Permit Services counter using

• 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

Note: Each proxy must also register using a unique

email address before access to the master licensee's

• Disconnect Licensee ID Account: If your

Permits e-services. For help connecting a new

email address with your license number, please

click the **PHelp** feature for specific instructions.

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

email address (which represents your WSSC User

allows you to add or delete proxies.

View Unused Permits

View Used Permits

cash or check only.

account will be allowed.

Need

step

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.

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