

Once your account has been created and you are logged in, account information can be maintained in the **My Account** link.

1. Select your name in the upper right corner.
2. Select **My Account** from the drop-down menu.



3. Select the **Edit** link next to the section you want to edit.

My Account

Email:	██████████@lynnwoodwa.gov	Manage Email Notifications	edit
Password:	Updated 12 minutes ago.		edit
Contact:	User Name 20816 44th Avenue West Lynnwood, WA 98036 P: 425-361-5254		edit

[Payment History](#)

[Access Code](#)

Managing Email Notifications

1. Select the **Manage Email Notifications** link next to your email address.
2. Check or uncheck any email notification option that you would like to receive for your project. It is recommended to select all notifications until you are familiar with the dashboard.
3. Click **Save**.

Email Notifications

Receive Email Notifications

Permits [Select All](#) [Clear All](#)

Subscribe	Description
<input checked="" type="checkbox"/>	Notify when a permit is submitted
<input checked="" type="checkbox"/>	Notify when a permit is complete (all required submittals have been received)
<input checked="" type="checkbox"/>	Notify when a permit submittal document has been uploaded from the portal
<input checked="" type="checkbox"/>	Notify when a permit submittal version is created with a deficiency report
<input checked="" type="checkbox"/>	Notify when a permit is approved (all required approvals have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is ready to issue (all contractors have valid licenses)
<input checked="" type="checkbox"/>	Notify when a permit is issued (all required fees have been paid)
<input checked="" type="checkbox"/>	Notify when a permit is finalized (all required inspections have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is closed (all requirements have been completed)
<input checked="" type="checkbox"/>	Notify me when a permit is about to expire
<input checked="" type="checkbox"/>	Notify when my permits state has changed to Expired
<input checked="" type="checkbox"/>	Notify when a permit is cancelled (the permit is cancelled and no further actions will be taken)
<input checked="" type="checkbox"/>	Notify when a permit is issued from the portal
<input checked="" type="checkbox"/>	Notify when a permit inspection is requested from the portal
<input checked="" type="checkbox"/>	Notify when a permit application is returned
<input checked="" type="checkbox"/>	Notify when a permit inspection is scheduled
<input checked="" type="checkbox"/>	Notify when a permit inspection is completed
<input checked="" type="checkbox"/>	Notify when a permit inspection is cancelled from the portal