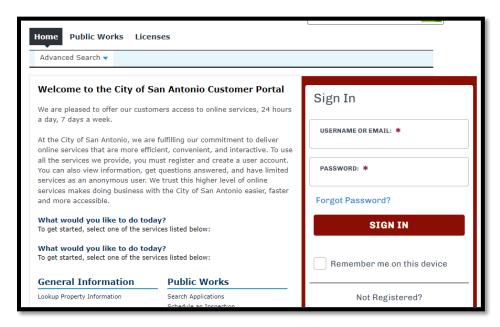


## PWD - Civic Platform Adding Authorized Users/Delegates Process

**Note:** To be completed by the administrator of the account. User needs to create an individual login prior to you being able to complete these steps.

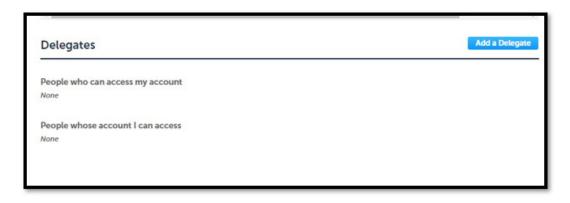
1. Go to <a href="https://aca-prod.accela.com/COSA/default.aspx">https://aca-prod.accela.com/COSA/default.aspx</a> and login.



2. Click on Account Management.



3. Scroll to the bottom of the page and click Add a Delegate.





4. You will enter their name and then their email address. Choose the first 5 check boxes. Complete the security (I'm not a robot) and click **Invite a Delegate**. The user will receive an email inviting them to join the account. They will have **30 days** to accept the invite before it is no longer valid.

