

ADDING PERMIT AGENTS

Once your STARS2 account is approved, you may begin adding Permit Agents (“Agents”) to the account. Each agent has access to all permit applications and processed permits created contained in the STARS2 account, even if it was created or submitted by another Agent. As a Permit Agent Administrator (“Administrator”) you have the ability to create additional Administrators.

1. From the menu on the left, under Manage, select Permit Agents

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Transportation Permits | Encroachment Permits | Truck Services | Procurement & Contracts | Traffic Operations |

CalRoute

Permits

- List
- New
- Report

Route Clearing

- View Routes

Manage

- Company Profile
- Trucking Companies
- **Agents**

Permit Applications

Show: All Permits | New | Rules | Report | Agents | Clients | View Routes | Clear

Action	Status	App ID	Permit Number	Submit Date	Issue / Dr
	All				
	On Hold	3604			
	On Hold	3603			
	On Hold	3602			
	Submitted	3601		03/19/2015 17:09:00	
	On Hold	3590			

2. Select the Add Permit Agents link located above the permit queue

Permit Service Agents

[Add Permit Agent](#)

Actions	Username	First Name	Last Name	Phone	Fax	
	^ [] x	^ [] x	^ [] x	^ [] x	^ [] x	^ []
Edit	trainingmodul	Instructor	Stars	(123) 123-1234	(123) 123-1234	s140

Search Refresh Page 1 of 1 15

3. Fill out each field of the Permit Agent Form:

Permit Agent Form

All form fields are required.

First Name*

Last Name*

Phone*

Fax*

Username*

Email*

Confirm Email*

Permit Agent Administrator?
*
Select Admin Status ▾

Save Cancel

- a. First Name: Agent's first name
- b. Last Name: Agent's last name
- c. Phone #: Agent's phone number
- d. Fax #: Agent's fax number
- e. Username: Select something that is easy to remember and at least 5 characters in length.
- f. Email : An email will be sent to this email address to verify that it is valid, working email address.
- g. Confirm Email: Re-enter to ensure you have inputted the information correctly
- h. Permit Agent Administrator: Select **Yes** if you would like this agent to be able to add or edit other agents' accounts. It is recommended that each company have at least two agents who have Administrator status in the event the other administrator is unavailable.

4. Select **Save**