Know what all you can do in APA

Complete Profile step is NOT APPLICABLE to GOVERNMENT AGENCY USERS.

Individual

Create Account → Complete Profile → Manage Profile → Apply for Disability Permits → Add Organization

Primary Contact

Create Account → Complete Profile → Manage Profile → Manage Organization → Add/Edit Secondary Contact → Add/Edit Division → Add/Edit Liaisons/Approvers → Primary Contact Request → Additional Permit Request

Secondary Contact

Create Account → Complete Profile → Manage Profile → Manage Organization → Add/Edit Division → Add/Edit Liaisons/Approvers → Primary Contact Request → Additional Permit Request

Liaison

Create Account → Complete Profile → Manage Profile → Apply for entitled permits

Approver

Create Account → Complete Profile → Manage Profile → Review ABPP Applications

No Role Assigned

Create Account → Complete Profile → Manage Profile

Access Primary Contact Details if Agency/Organization is registered in APA and wait for a role to be assigned in the system

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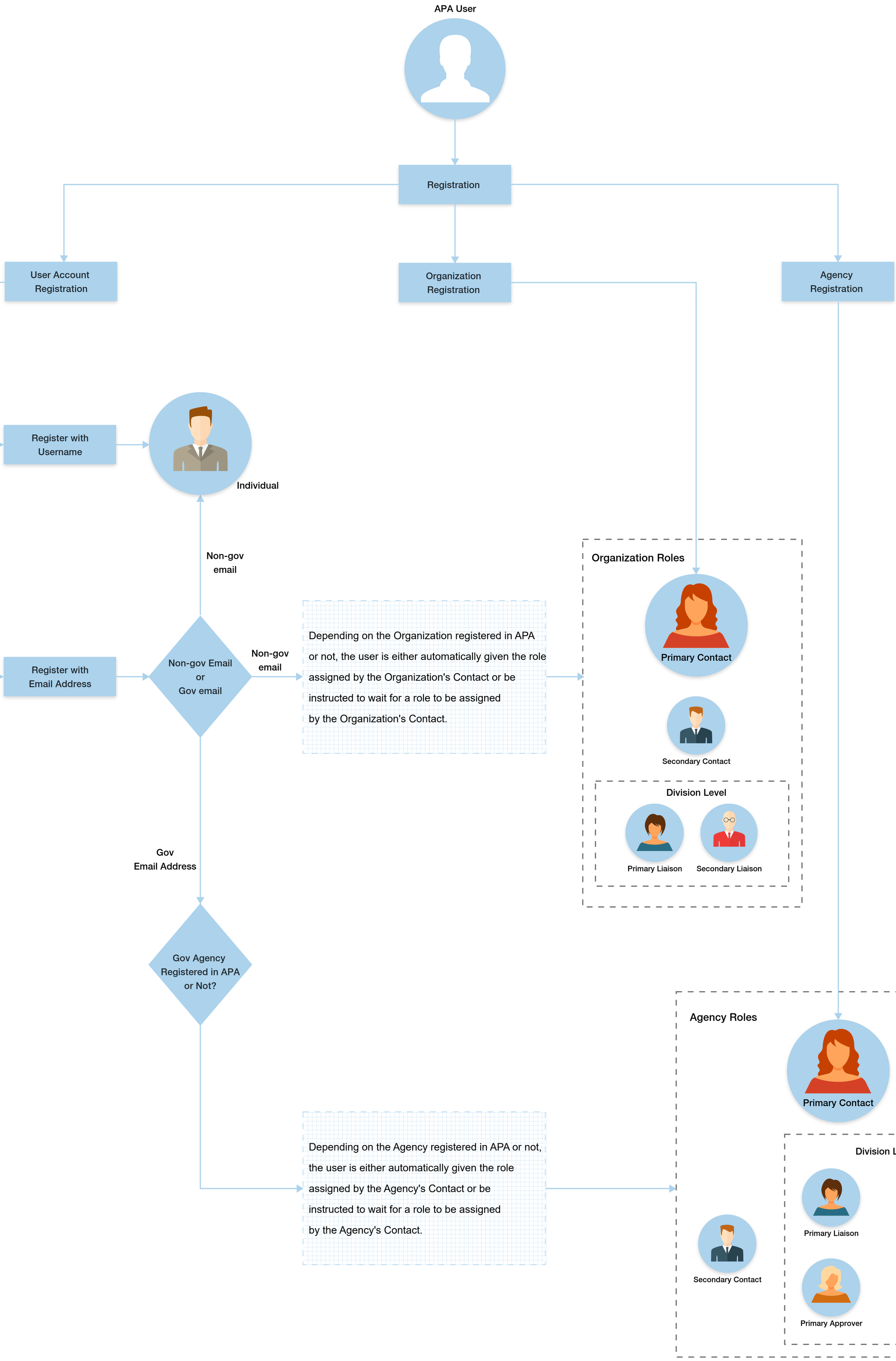
Know what all you can do in APA



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Know what all you can do in APA

Login with Username

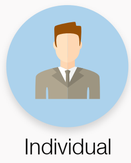
Possible Roles

Individual

- You will be an individual account holder on APA.
- You can apply for individual disability permits and track the statuses of your applications.

Login with Non-gov email address

Possible Roles



Individual

Primary Contact

Secondary Contact

Primary Liaison

Secondary Liaison

- You will have the ability to switch between multiple roles.
- You can apply for individual disability permits and other entitled organization permits.

Primary Contact cannot be secondary contact for same organization.

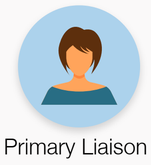
Primary Liaison cannot be secondary liaison for same division.

Login with Gov email address but have an association with an Agency

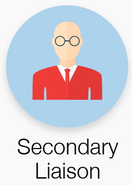
Possible Roles

Primary Contact

Secondary Contact



Primary Liaison



Secondary Liaison

Primary Approver

Secondary Approver

- You can apply for Agency permits.
- You will have the ability to switch between multiple roles.

Primary Contact cannot be secondary contact for same organization.

Primary Liaison cannot be secondary liaison for same division.

Liaisons cannot be approver for same division.
One person cannot be Primary and Secondary approver for same division

Login with Gov email address but NO association with an Agency

Possible Roles

No Role

- You have to reach out to your agency's primary contact to assign you a role in APA.
- You will have the ability to edit profile.

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