



taking over permit responsibilities

ePTW tool quick reference guide

1.-3. **Search** for desired permit.

Navigate to **Step 5** of the permit.

Click **Sign as logged in** or **Sign** to take over responsibilities of Permit Approver or Permit Holder

The screenshot shows the 'Take Over Responsibilities on this Permit' section of the ePTW tool. It includes a vertical progress indicator on the right with steps 2 through 6. Step 5 is highlighted. The main content area has two rows under 'Required signatures': 'Take over responsibility of Permit Approver' and 'Take over responsibility of Permit Holder'. Each row has a dropdown menu currently set to 'Sign as logged in'. A blue box with a '3' and an arrow points to these dropdowns, containing the text: 'Click **Sign as logged in** or **Sign** to take over responsibilities of Permit Approver or Permit Holder'. A blue box with a '2' and an arrow points to the progress indicator at step 5, containing the text: 'Navigate to **Step 5** of the permit'. A blue box with a '1' and an arrow points to a search bar at the top, containing the text: 'Search for desired permit'. A blue box with a '5' is also present near the top left of the main content area.