

How to Change a Primary Contact in the Portal

ALRP Licensing and Permitting Portal | July 2025

Your primary contacts can change your company or firm's account information, add or remove company personnel, apply for licenses and permits on behalf of your company or firm and see personnel and documents. There is always at least one individual assigned as a primary contact for a company.

If you need help accessing or understanding this information, contact the Asbestos and Lead Regulatory Program (ALRP) at ALRP@vermont.gov.

Changing Primary Contacts



There can be more than one primary contact associated with a company or firm. If you aren't sure who holds the primary contact position for your company or firm, sign into the Portal and select Company or RRPM Firm from the left menu options, select your company or RRPM firm name in blue, then select **Staff** in the middle of your screen. If you do not have access to your Company or RRPM Firm's record in the Portal contact the ALRP at ALRP@vermont.gov.

If you are a primary contact looking to add another primary contact to your company or firm's account:

- Log in to your Portal account.
- Navigate to your company or firm's Applications by selecting Applications > Start > View All Company or RRPM Firm Applications.

The screenshot shows the ALRP Portal interface. On the left is a navigation menu with the following items: 'My Account' (with a person icon), 'Applications' (with a document icon and a red arrow pointing to it), 'Start' (with a red arrow pointing to it), 'Continue', 'Checkout', 'Transaction', 'Review', 'History', 'Education' (with a graduation cap icon), and 'Company or RRPM Firm' (with a star icon). The main content area is titled 'Company or RRPM Firm Applications'. It features a filter dropdown set to 'Vermont Department of Health (None)'. Below this, there is a card for 'Vermont Department of Health' with the address '280 State Drive, Waterbury, Vermont, 05671'. At the bottom of the card, there are two buttons: 'Current Certification' and 'All Applications'. The 'All Applications' button has a red arrow pointing to it and a link that says 'View All Company or RRPM Firm Applications'.

- Locate the application titled “Add or Change Company or RRPM Firm Primary Contact” and select the blue “Apply Now” button.

Add or Change Company or RRPM Firm Primary Contact

Add or remove the company or RRPM Firm primary contacts. Primary contacts can change company and RRPM Firm account information, apply and pay for company, RRPM Firm and personnel licenses and permits, add or remove primary contacts and see company, RRPM Firm and personnel documents. There can be more than 1 primary contact associated with a company or RRPM Firm.

Apply Now

- To add another primary contact, select the green “+ Add Another” button. Start typing the new contact’s last name and select their name from the user search. You cannot add anyone to the roster if they do not have an account in the Portal. Select the checkbox next to “Primary Contact” and select “Done.”

*User: Find

Position: ☐ Primary Contact

Done Remove

- To remove a primary contact, select the blue pencil box to the left of their name.

Add or Remove Personnel					
User	First Name	Last Name	City	County	Position
Account, Example (111111)	Example	Account	Waterbury	Washington	Primary Contact

- The selected user’s information will expand on the screen. Select “Remove” to remove the user as a Primary Contact.

*User: Account, Example (111111)

First Name: Example

Last Name: Account

City: Waterbury

County: Washington

Position: ☒ Primary Contact

Done Remove

- Select “Submit” to finalize the changes you made.

If you have questions, contact the Asbestos and Lead Regulatory Program at ALRP@vermont.gov.