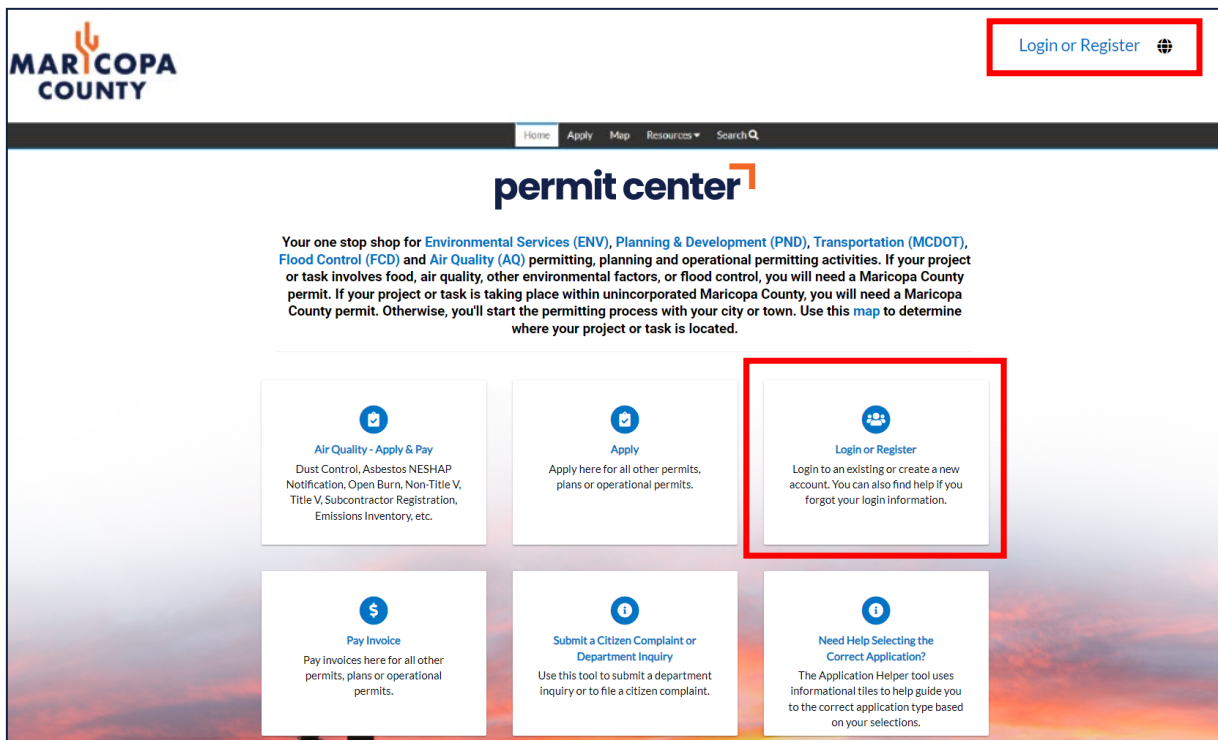


Permit Center – How to Register/ Create a Personal Account

Create Your Personal Account

Each individual will need to register using a unique email address.

1. Go to the [Permit Center Citizen Portal](#).
 2. In the top right corner, select Login or Register.
- OR
3. Select the Login or Register tile.



4. Select Create an Account at the bottom of the page.
5. Fill in the information requested and select Sign Up.

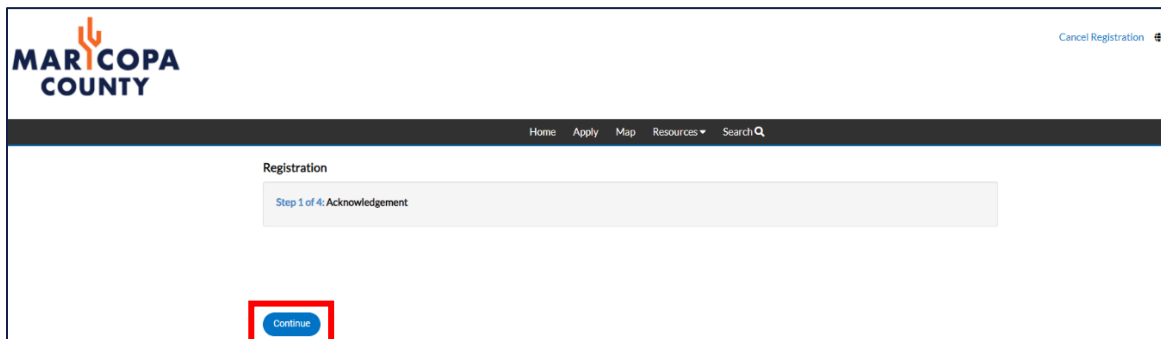
*** If you want to see your existing permits/plans/operational permits from the old permitting system (Accela), please use the same email address you used to register/log into Accela.**

The diagram illustrates the process of creating a new account. On the left, the 'Sign in to community access services' page is shown. It features options to sign in with Google, Apple, Microsoft, or Facebook. Below these is a section for 'Email address' with a red warning message: 'This field cannot be left blank'. At the bottom, the 'Create an account' button is highlighted with a red box. A large blue arrow points to the right, where the 'Create an account' page is shown. This page includes a 'Create an account' heading, a text field for the email address (containing 'scoobyd@gmail.com'), a password field with a strength indicator, and a list of password requirements: 'At least 8 character(s)', 'At least 1 number(s)', 'At least 1 lowercase letter(s)', 'At least 1 uppercase letter(s)', and 'Does not contain part of username'. Below these are fields for a first name ('Scooby') and a last name ('Doo'). At the bottom, the 'Sign up' button is highlighted with a red box.

6. Verify your email address. Go to your email inbox and open the Community Access Identity email.
7. Input the code from the email on the login page and select Verify.

The diagram illustrates the email verification process. On the left, an email from 'Community Access Identity' is shown. The email body includes a welcome message and a red box containing the instruction: 'To verify your email address and activate your account enter the verification code: 400543'. A large blue arrow points to the right, where the 'Verify with your email' page is shown. This page includes a heading 'Verify with your email', the email address 'scoobyd865784@gmail.com', and a button 'Haven't received an email? Send again'. Below this is a section for 'Enter Code' with a text field containing '400543'. At the bottom, the 'Verify' button is highlighted with a red box. Below the button are links for 'Return to authenticator list' and 'Back to sign in'.

8. Select Continue.

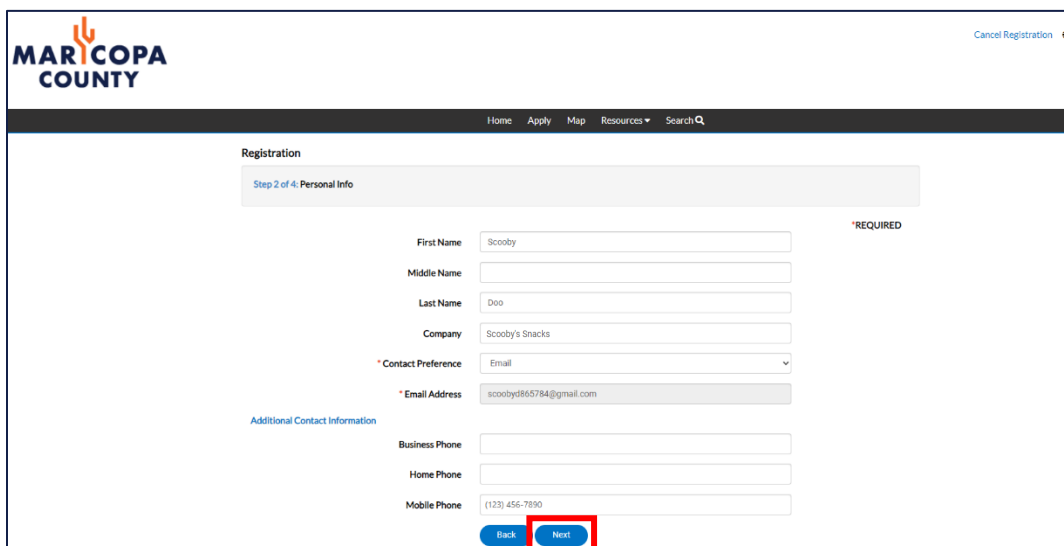


Registration

Step 1 of 4: Acknowledgement

[Continue](#)

9. Fill in the requested information and select Next.



Registration

Step 2 of 4: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

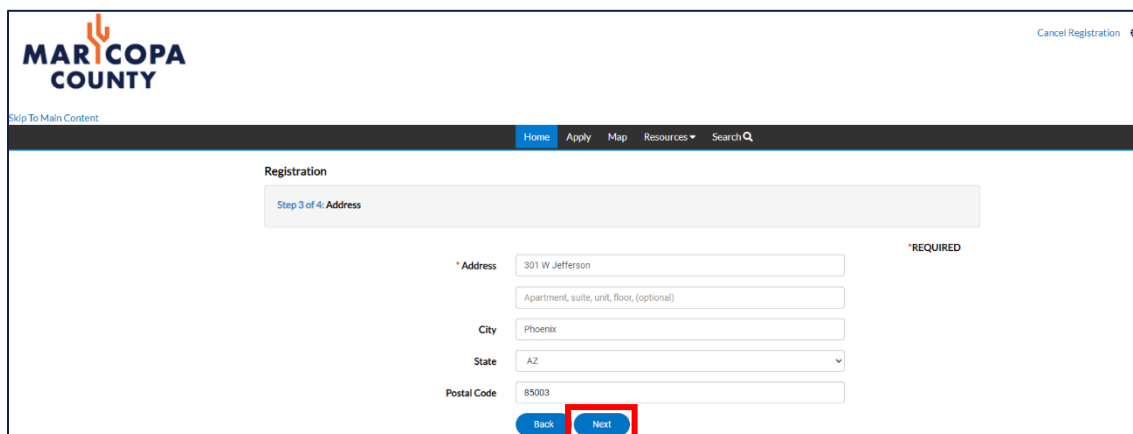
Business Phone

Home Phone

Mobile Phone

[Back](#) [Next](#)

10. Fill in the requested information and select Next.



Registration

Step 3 of 4: Address

*REQUIRED

* Address

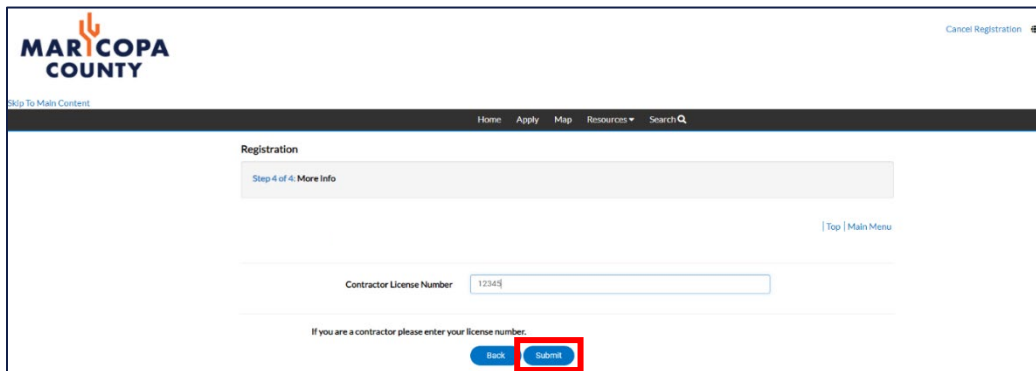
City

State

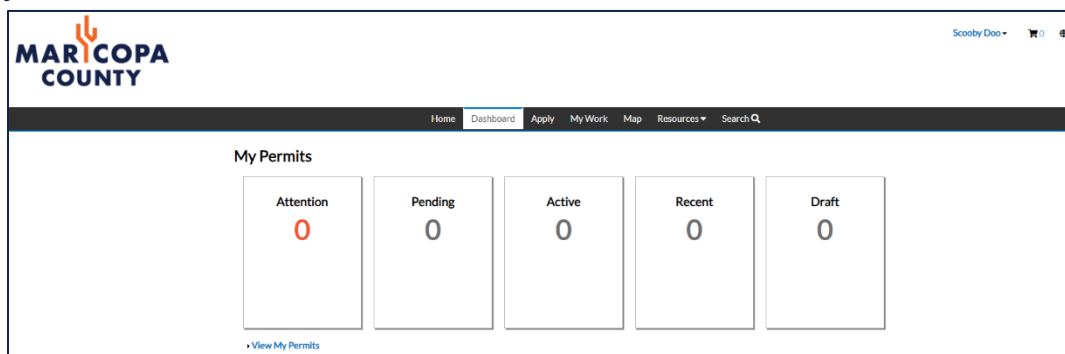
Postal Code

[Back](#) [Next](#)

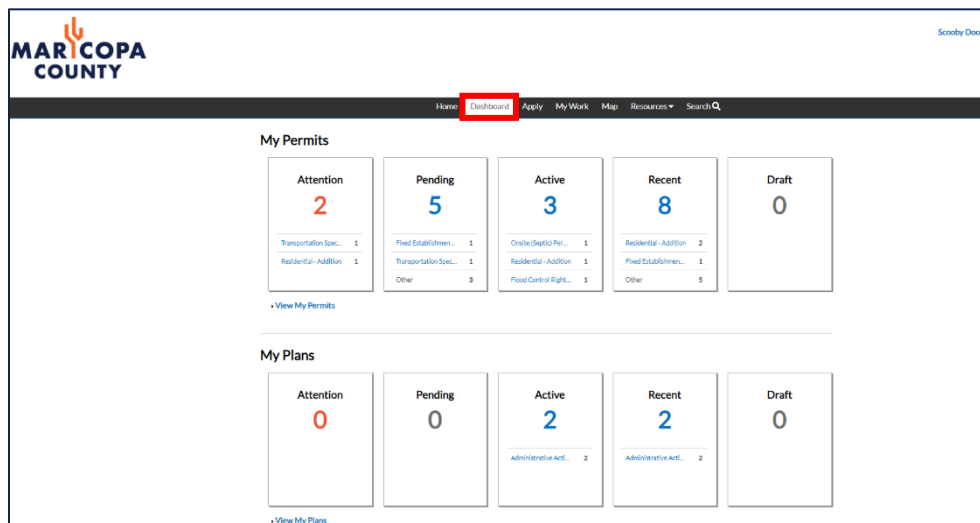
11. If applicable, fill in the requested information and select Submit.



12. You will then be logged into Permit Center. If you don't have any existing permits/plans/operational permits from Accela, this is what your screen will look like.



13. If you have existing permits/plans/operational permits from Accela and registered for Permit Center using the same email address you used to register/log into Accela, your screen should populate those records. Check the Dashboard and My Work tabs to verify that your permits/plans/operational permits are showing.



My Work

MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS OPERATIONAL PERMITS

Search...						Export to Excel
Display	All	Records	Updated	In	Last 1 Year	
Permit Number	Project	Address	Permit Type	Status	State	
EHP2400002	Ogre Burgers	301 W JEFFERSON ST PHO...	Fixed Establishment Health Permit Ownership Change	In Review	Recent, Pending	
BLDR2400001		301 W JEFFERSON ST PHO...	Residential - Addition	Issued	Active, Recent	
FRU2400003			Flood Control Right of Way (ROW) Temporary Use	Submitted	Active, Recent	
WWTF2400002			Non-Hazardous Liquid Waste (NHLW) Transfer Station/Treatment Facility Construction Permit (ATC/AOC)	Submitted - Onli...	Recent, Pending	
BLDC2400001			Commercial Addition	Submitted	Recent, Pending	
OW2400004	2107 paradise		Onsite (Septic) Permit	Issued	Active, Recent	
TSE2400001			Transportation Special Event	Submitted	Attention, Recent, Pending (Unpaid Fees)	
BLDR2400002		301 W JEFFERSON ST PHO...	Residential - Addition	In Review	Attention, Recent, Pending (Unpaid Fees, Review Not	
Showing 8 records.						

