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Login Instructions



1. Click in the entry box labeled **Please Enter Your E-Mail Address:** and type in your E-Mail Address. If you are a contractor click on the “I am a Contractor” choice, otherwise click on the “I am not a Contractor choice”. Then click on the **Continue** button.

If you are a contractor the system will check for your user account. If a user account is not found for your email address you will be routed to an online New Permit Account application. All you need to know is your contractor license number to apply for a new user account. After applying online for a new user account you can immediately click on the Continue on to Next Form link and then choose Building Permits to enter an online Building Permit application. For more information on applying for a new user account see the bottom section of this document.

Note: E-mail address must include an ‘@’ and at least one ‘.’; otherwise, you will receive the following message after clicking on the **Continue** button:

Invalid E-mail address. Must include an '@', and at least one '.'. Please try again.

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2. Verify that you have entered your correct E-Mail Address by clicking on **It's correct.** or **Oops! It's not correct..**

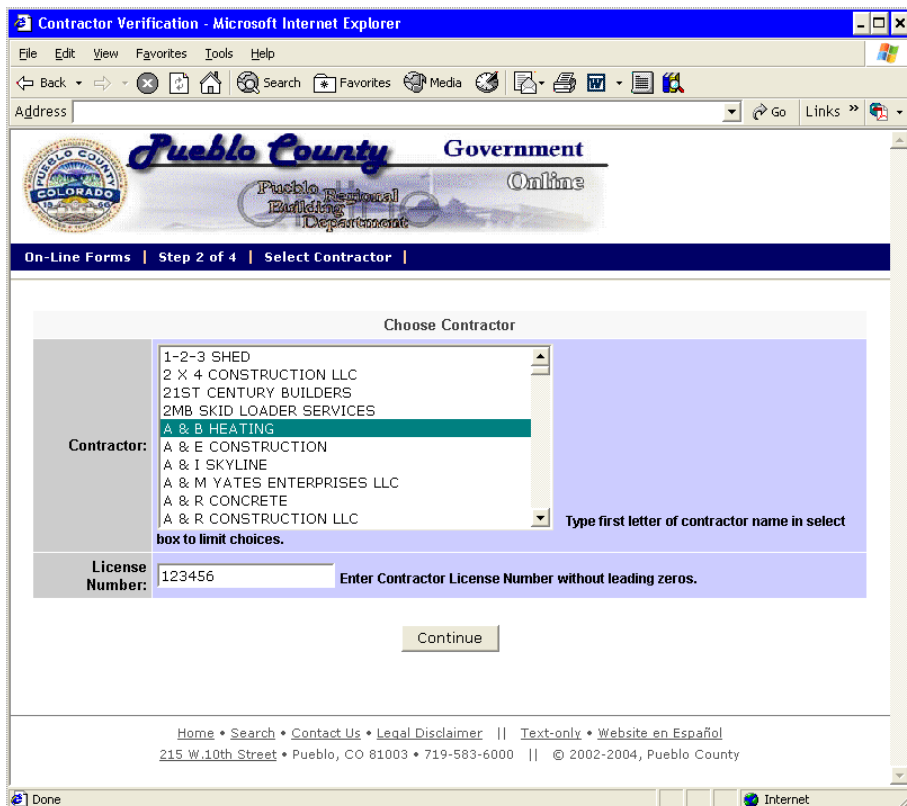


Note: If you click on [Oops! It's not correct.](#) , you will be taken back to Step 1.

Applying for a New Online Permit Account

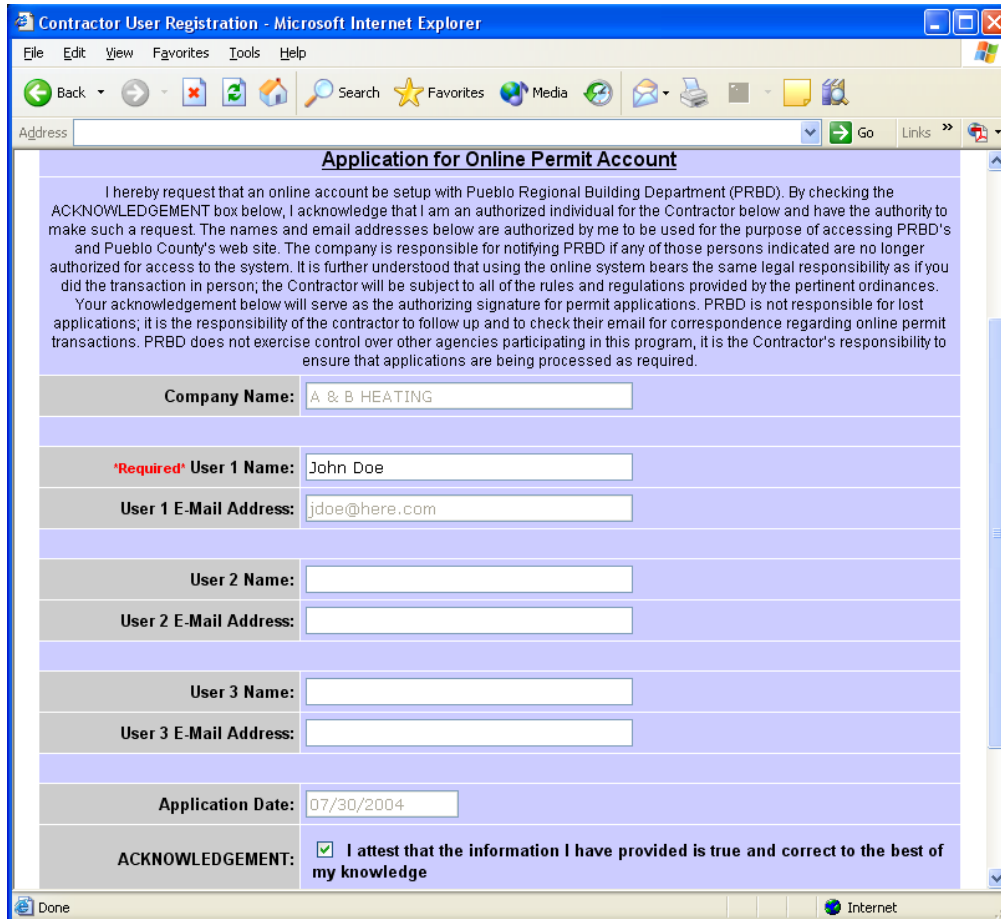
First you will need to select you contractor name from the list provided. You can click inside the list of contractor names and type the first letter of the contractor name to jump forward in the list.

Next you will need to type in your contractor license number. Do not type in leading zeros. Next, click the Continue button.



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You can enter up to three new users on the application form. Make sure that all email addresses are typed correctly. You will need to click on the Acknowledgement check box in order to activate the submit button. Clicking on the Acknowledgement check box is the same as signing you signature to a paper form, so make sure to read the form carefully. Click on the Submit button to create the new user accounts.



The screenshot shows a Microsoft Internet Explorer browser window titled "Contractor User Registration - Microsoft Internet Explorer". The address bar is empty. The main content area displays a form titled "Application for Online Permit Account". The form contains a paragraph of text explaining the registration process and a series of input fields for user information. The fields are as follows:

Company Name:	A & B HEATING
Required User 1 Name:	John Doe
User 1 E-Mail Address:	jdoe@here.com
User 2 Name:	
User 2 E-Mail Address:	
User 3 Name:	
User 3 E-Mail Address:	
Application Date:	07/30/2004
ACKNOWLEDGEMENT:	<input checked="" type="checkbox"/> I attest that the information I have provided is true and correct to the best of my knowledge

After saving the form you can continue on and immediately enter an online Building Permit application. To do so, click on the Continue on to Next Form link, and then choose Building Permits from the list of available online forms.

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