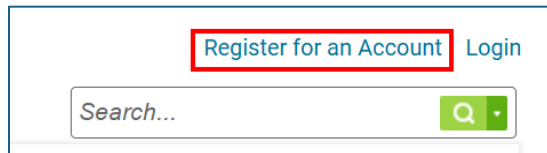


Account Registration

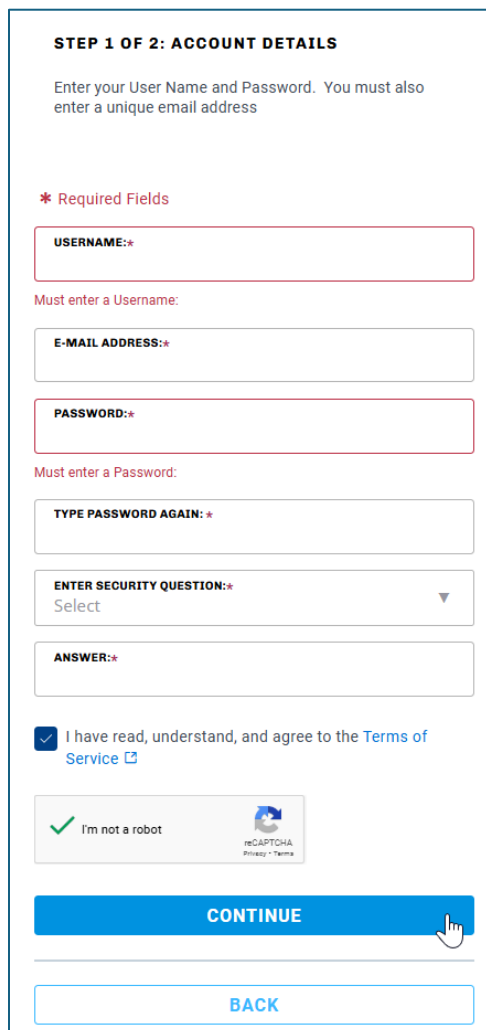
Updated 3/11/25

1. Navigate to the City's [Permit Portal](#).
2. Click "Register for an Account" at the top of the screen.



The screenshot shows the top navigation bar of the Permit Portal. It contains a search bar with the placeholder text "Search..." and a green search button. To the right of the search bar are two links: "Register for an Account" and "Login". The "Register for an Account" link is highlighted with a red rectangular box.

3. Fill out the requested information, including username, email, and security question. Required items are marked with an asterisk (*). Read and accept the Terms of Service, and complete the security check to continue.



The screenshot displays the "STEP 1 OF 2: ACCOUNT DETAILS" registration form. The form includes the following sections:

- Instructions:** "Enter your User Name and Password. You must also enter a unique email address"
- * Required Fields:**
 - USERNAME:*** (text input field)
 - E-MAIL ADDRESS:*** (text input field)
 - PASSWORD:*** (text input field)
 - Must enter a Password:** (text input field)
 - TYPE PASSWORD AGAIN: *** (text input field)
 - ENTER SECURITY QUESTION:*** (dropdown menu with "Select" as the current selection)
 - ANSWER:*** (text input field)
- Terms of Service:** A checkbox labeled "I have read, understand, and agree to the [Terms of Service](#)" is checked.
- Security Check:** A reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link.
- Buttons:** A blue "CONTINUE" button and a light blue "BACK" button.

4. Enter contact details on the following page. Again, required information is marked with an asterisk (*). Click submit to finish the registration process.

STEP 2 OF 2: CONTACT DETAILS

***Required Fields**

FIRST:*

MIDDLE:

LAST:*

NAME OF BUSINESS: *

PRIMARY PHONE:*

PHONE 2:

PHONE 3:

E-MAIL:

[Add Address](#)

SUBMIT

5. You will receive an email confirming completion of the registration process.
6. Now you can return to the [home screen](#) and login to the Permit Portal.

End of document