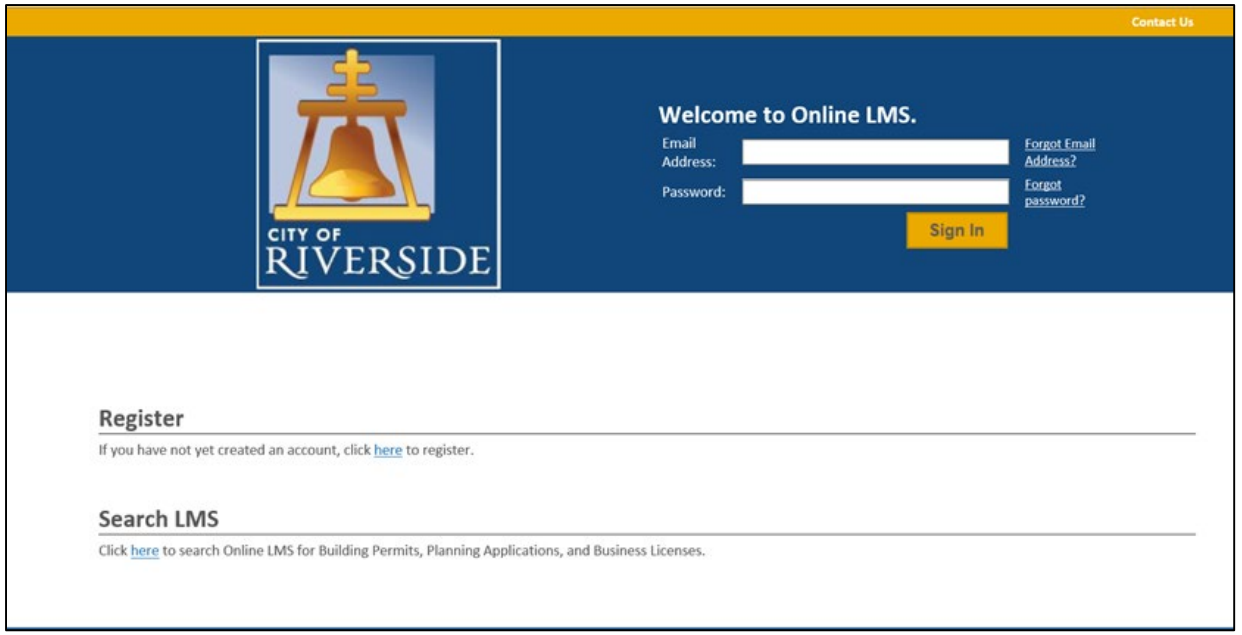
HOW TO REGISTER AS A USER

WELCOME TO THE PERMIT PORTAL– SETTING UP YOUR USER ACCOUNT



- If you are a NEW USER, you will need to set up a new user login in the system in order to access your activities
- If you are a RETURNING USER, sign in using your email address and password
- Once registered, ensure you sign up for email notification for real time status updates under your "Profile" at the top right of the home screen

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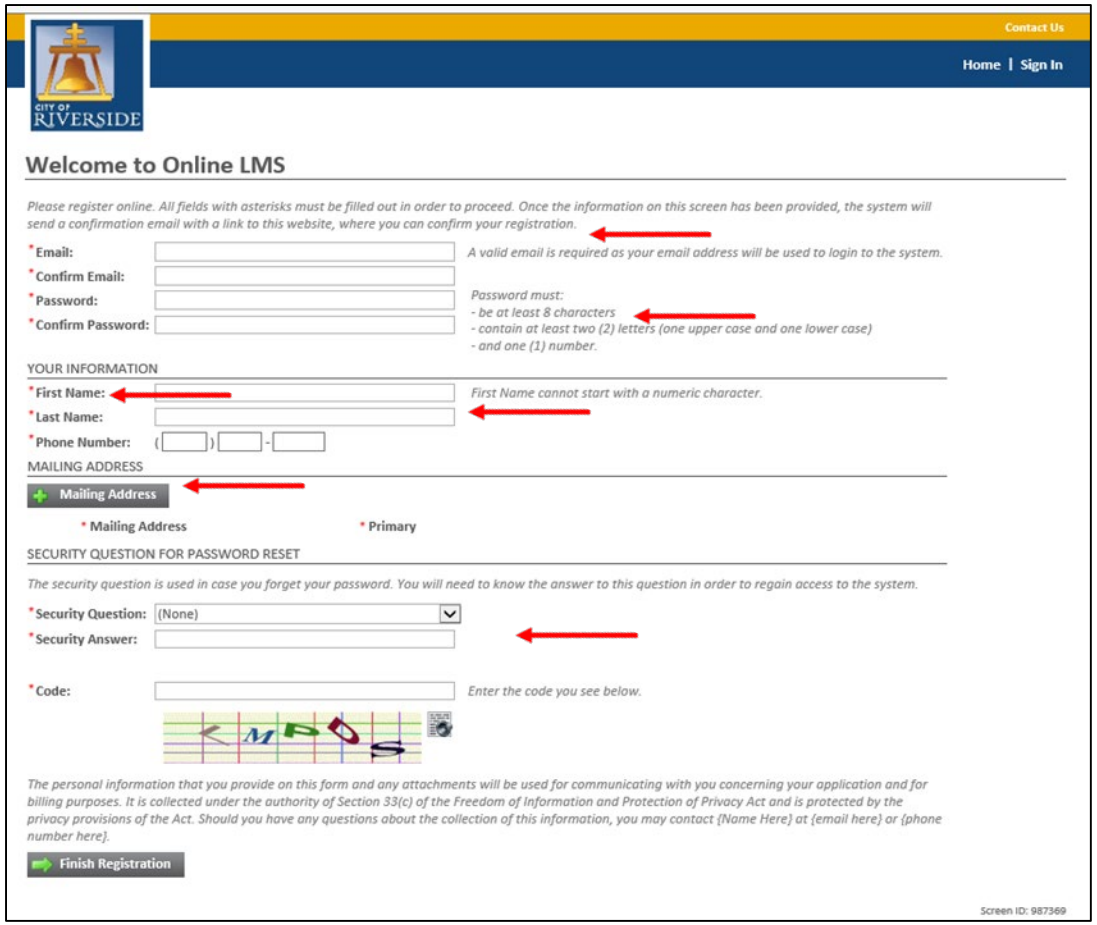

- Enter your EMAIL and confirm your EMAIL
- Create a PASSWORD and confirm your PASSWORD
- Enter your CONTACT NAME AND PHONE NUMBER

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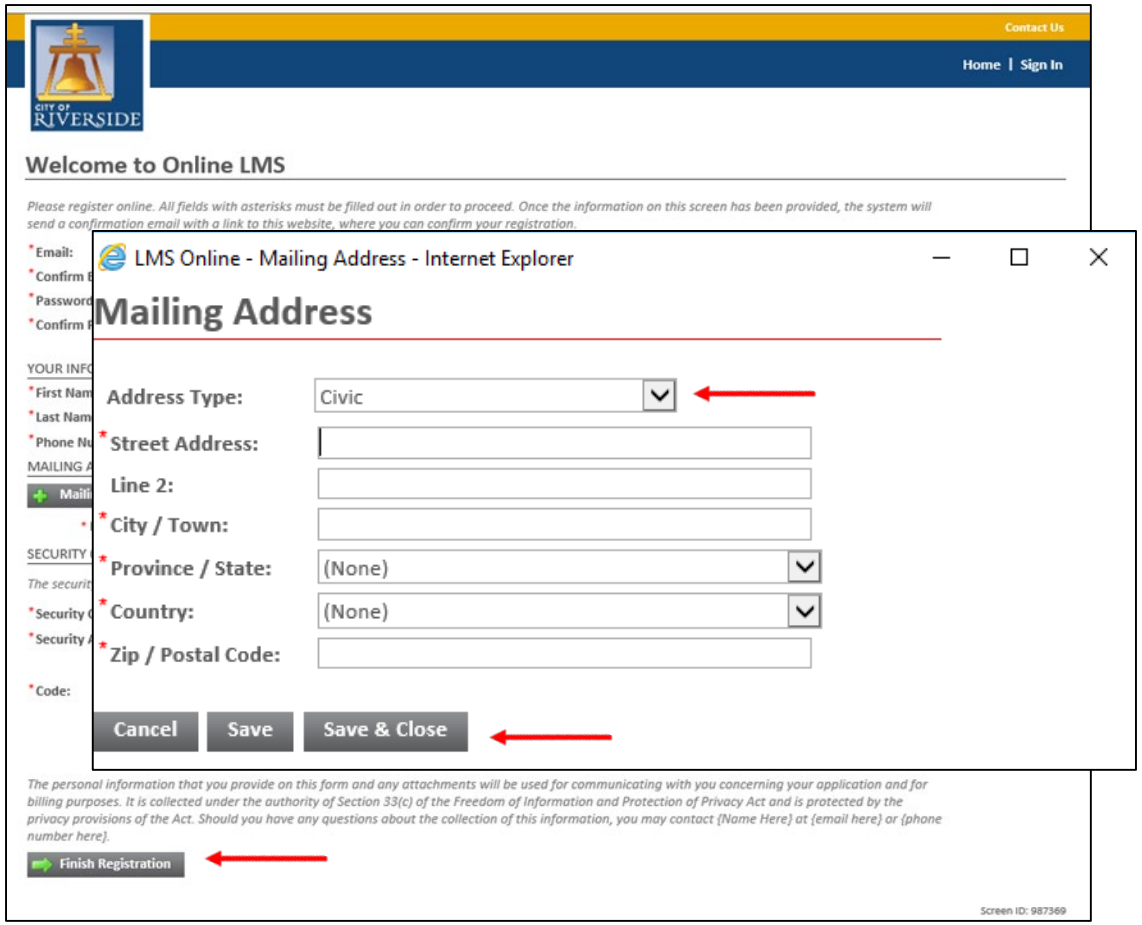
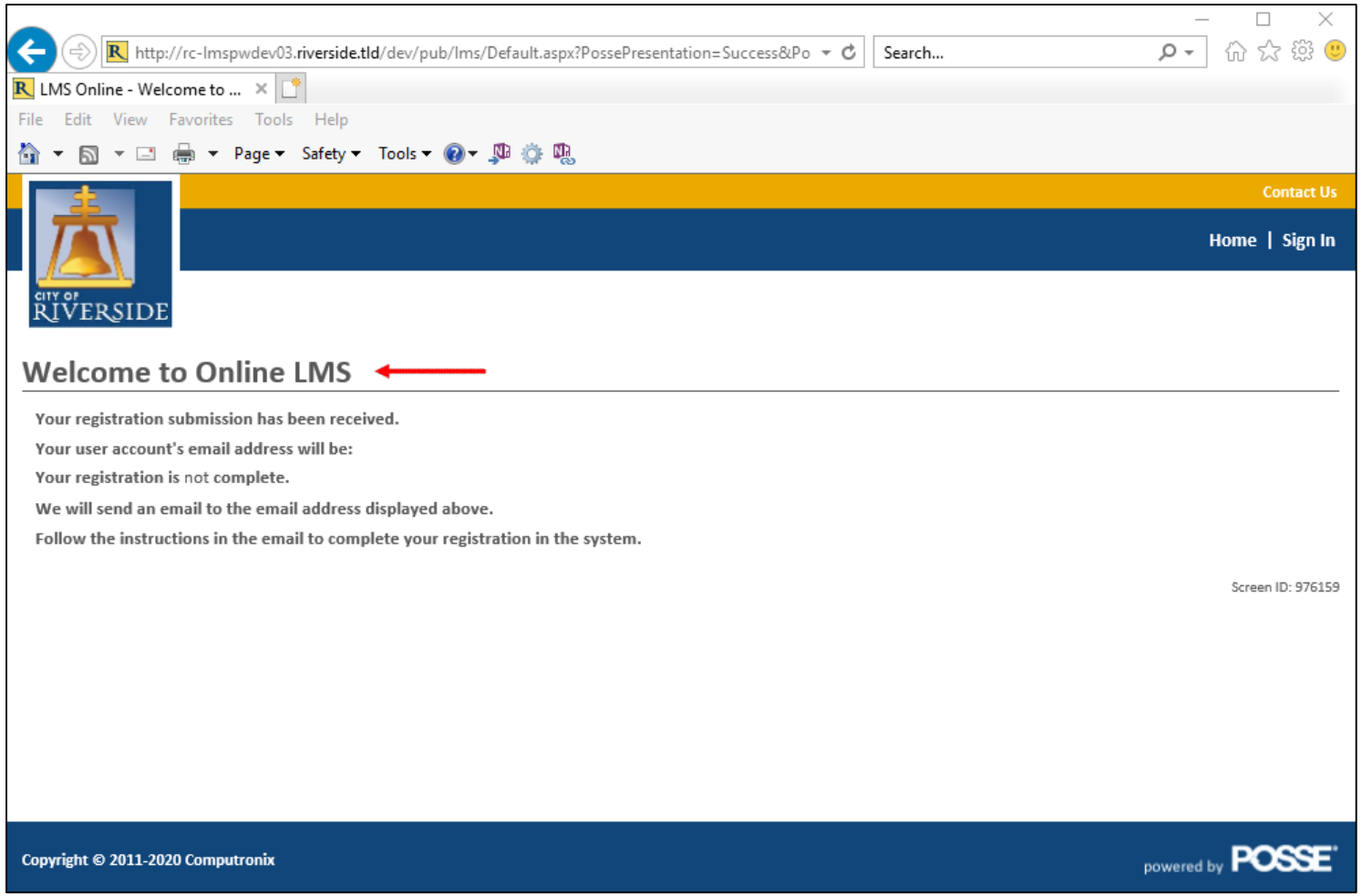


- To enter your MAILING ADDRESS, click the PLUS SIGN to add address; a new window will open
- Enter your address information, then SAVE and SAVE & CLOSE
- Return to the previous screen
- Create a SECURITY QUESTION (in case you forget your password)
- Enter the CAPTCHA you see on the screen
- Click FINISH REGISTRATION to continue

WELCOME TO THE PERMIT PORTAL– SETTING UP YOUR USER ACCOUNT



- Once your registration is complete, you will see this screen
- You will receive an email at the email address provided.
- <u>You must confirm your registration to proceed</u>. Be sure to follow the instructions contained in the email.

THANKS FOR WATCHING!

FOR FURTHER ASSISTANCE, CONTACT THE CITY OF RIVERSIDE ONE STOP SHOP 951-826-5800