Create an Account

In addition to seeing general information about a permit, online users can create an account giving the user access to the private details of the permit. The user will also have the ability to view and upload files, pay for permits and receive emails and track the permit as it moves through the process.

Sign Up - Main Page

- Click **Sign Up** in the upper right corner of the **Main Page**

Sign Up - Applications Page

- Click **Sign Up** on the **Applications Search Page**


Wizard - Step 1 (Account)

- **Email Address** - enter a valid email address
- **Password** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - this step can be skipped or entered if the user knows the code
- **Next**

Wizard - Step 2 (Contact)

- **First Name** - enter first name
- **Last Name** – enter last name
  - o **Address** – this is optional
  - o **City** - this is optional
  - o **State**- this is optional
  - o **Zip Code**- this is optional
  - o **Phone**- this is optional
  - o **Phone Type**- this is optional
- **Next**

Wizard - Step 3 (Review)

- **Edit** the account or contact information
- Click the "**I agree to Terms & Conditions**" checkbox
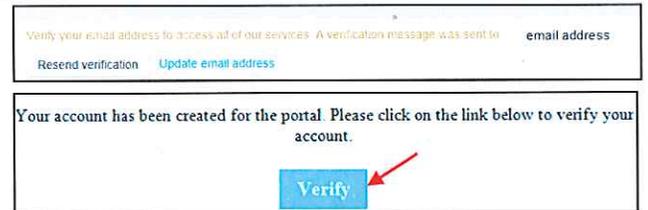- Click **Create my Account**
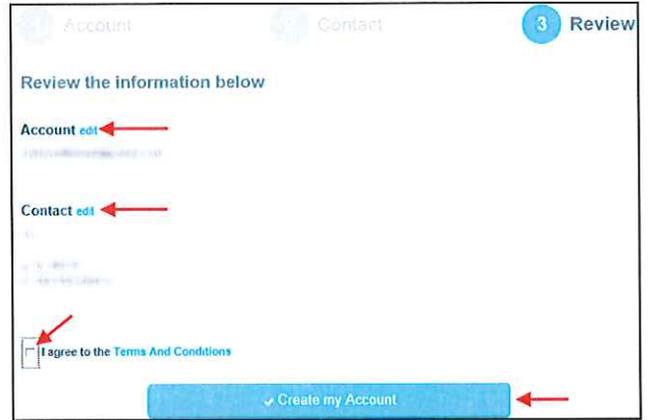
SMARTGov sends a **verification email** to the email address used during account setup.

A message displays on the screen allowing the user to resend the email or update the email address (typos)

Click the '**Verify**' button on the e-mail.

Once verified the user will login in to the portal to view private information.

Subsequent Log In

- **Home Page** - Click **Log In** in the upper right corner
- Enter **Email Address**
- Enter **Password**
- Click **Log In**