



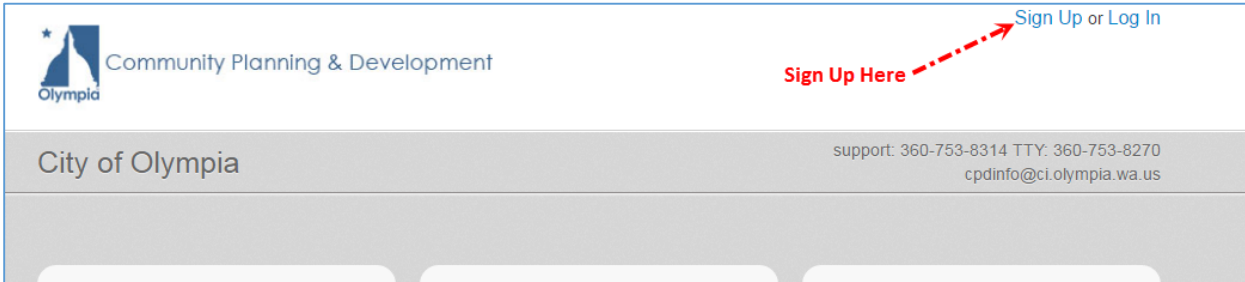
# CPD Private Portal – Create Account

## 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 apply for permits, view and upload files, pay for permits, request inspections, and track the permit as it moves through the process.

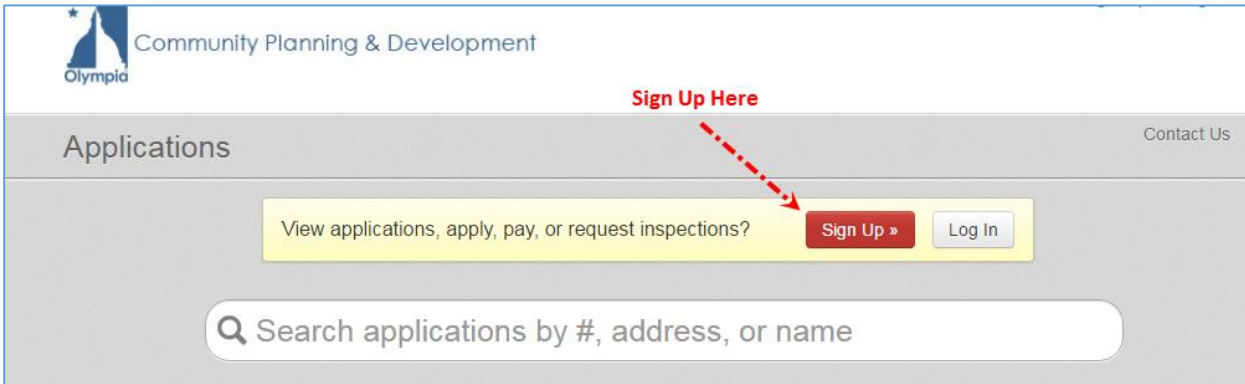
### SIGN UP - MAIN PAGE

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



### SIGN UP – APPLICATIONS PAGE

1. Click **Sign Up** on the Applications Page.




*NOTE: The permit information shown in the images do not reflect any actual permits.*

*Updated: 7/3/2017*

## Account Creation Step One - Account

1. **Email Address** - enter a valid email address (you will need to verify email address to confirm user account)
2. **Password** – create a password (must be a minimum of 8 characters)
3. **Confirm Password** - re-enter the password
4. **Access Code** - this step can be skipped or entered if you know your code
5. Click **Next**.

 Community Planning & Development

1 **Account**      2 Contact      3 Review

### Account Sign Up

Email Address:  Valid Email Address

Password:\*  Minimum 8 characters

Confirm Password:  Re-enter password

### Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

**Next →**

Already have an account? [Log In.](#)

*NOTE: The permit information shown in the images do not reflect any actual permits.*

## Account Creation Step Two - Contact

1. **First Name** - enter first name
2. **Last Name** – enter last name
3. **Address** – enter address
4. **City** – enter city
5. **State** - enter state
6. **Zip Code** - enter zip code
7. **Phone** - enter phone number
8. **Phone Type** - select phone type
9. Click **Next**.

1 Account      2 **Contact**      3 Review

### Contact Information

First Name:\*

Last Name:\*

---

Address:

City:

State:

Zip Code:  e.g. 12345 or 12345-6789

---

Phone #:  e.g. 555-555-5555

Phone Type:

*NOTE: The permit information shown in the images do not reflect any actual permits.*

### Account Creation Step Three - Review

1. Review your information. Edit the account or contact information if needed.
2. Click the "I agree to Terms & Conditions" checkbox
3. Click **Create my Account**

1 Account      2 Contact      3 **Review**

**Review the information below**

Account [edit](#)

Contact [edit](#)

I agree to the [Terms And Conditions](#)

[Create my Account](#)

### Account Creation Step Four-Email Verification

1. CPD Online sends a verification email to the email address used during account setup.

Verify your email address to access all of our services. A verification message was sent to email address

[Resend verification](#)   [Update email address](#)

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

Your account has been created for the portal. Please click on the link below to verify your account.

[Verify](#)

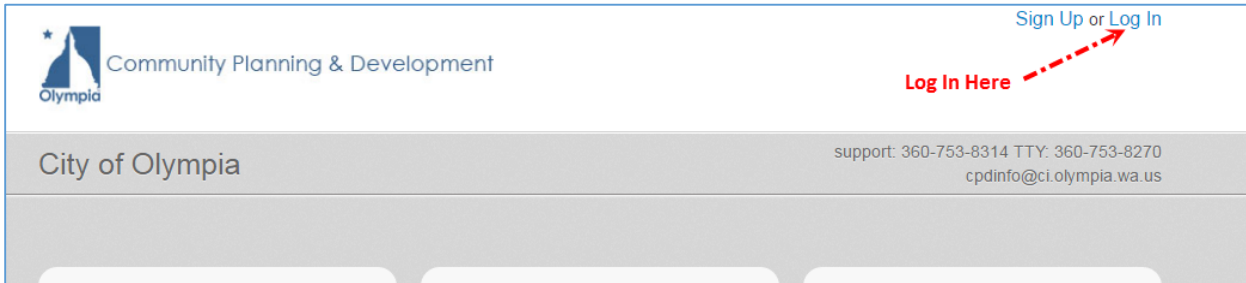
3. Once verified, you can login to the portal to view private information associated with your account.

*NOTE: The permit information shown in the images do not reflect any actual permits.*

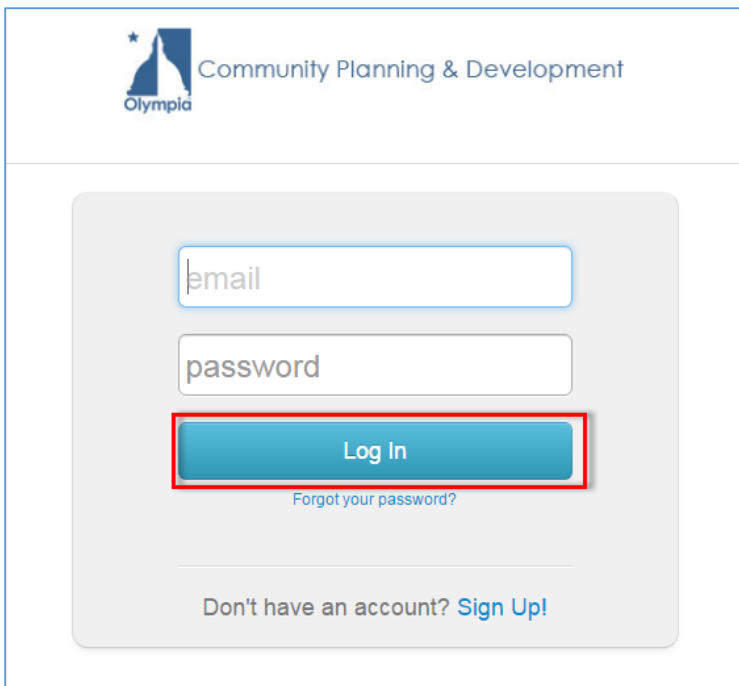
## Account Log In

Once an account has been created, login with your email address and password to see the private details of your projects as well as apply for permits, request inspections, and see inspection results.

1. Click **Log In** in the upper right corner



2. Enter **Email Address**
3. Enter **Password**
4. Click **Log In**



*NOTE: The permit information shown in the images do not reflect any actual permits.*