

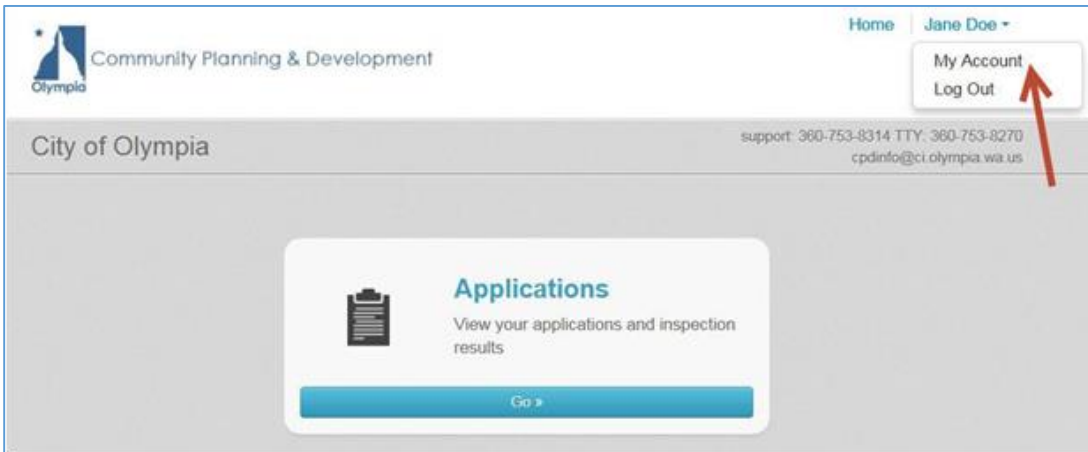


# Private Portal – Manage Account

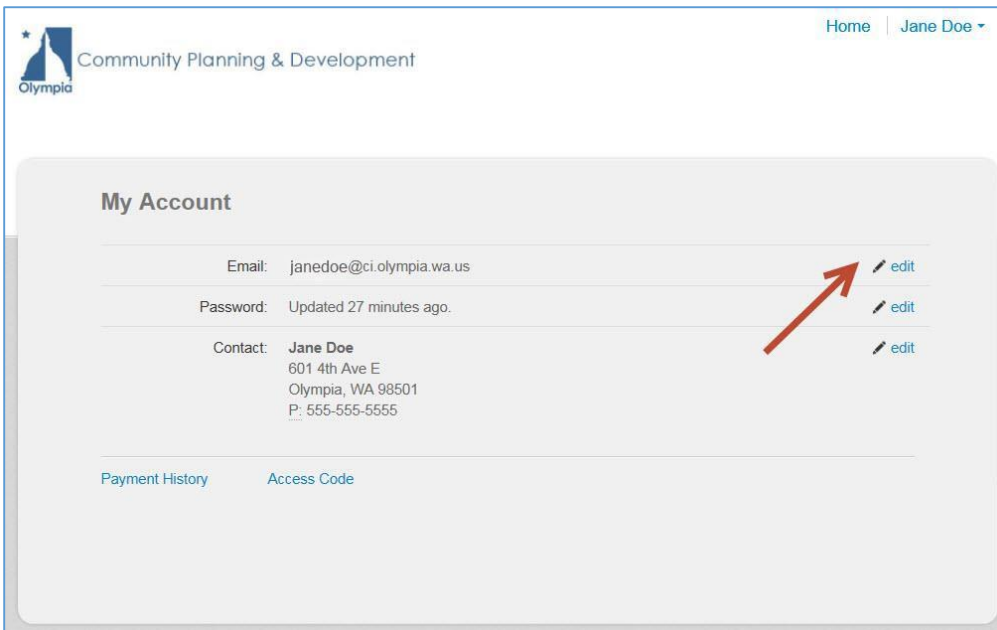
## Managing Portal Account

Once the account has been set up and you are logged in, account information can be maintained via the **My Account** link.

1. Select your name in the upper right corner of the Main Page.
2. Select **My Account** from the drop down menu.



3. Select the **Edit** link next to the section you'd like to edit.

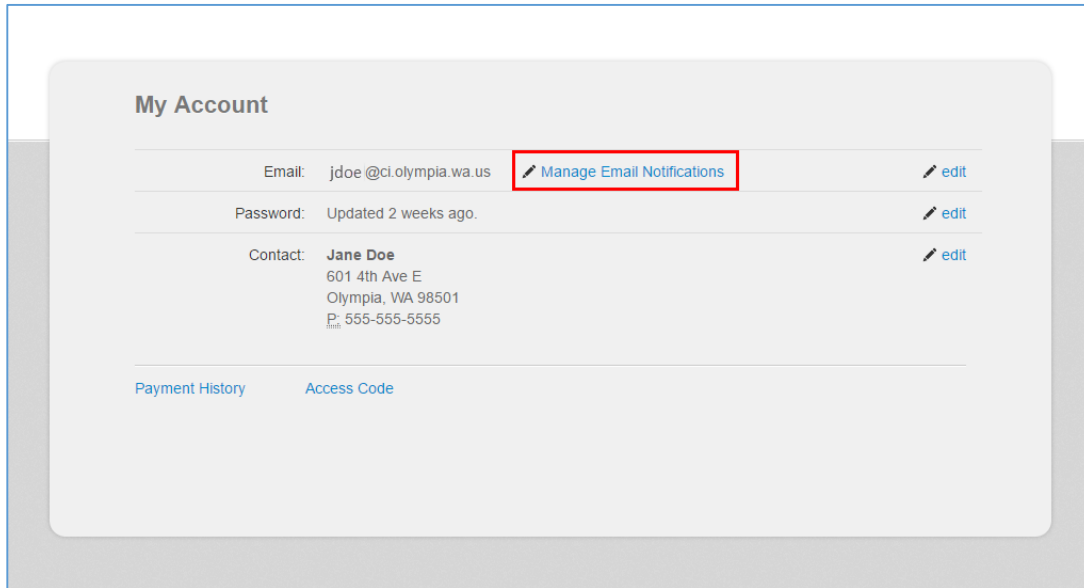


*NOTE: The permit information shown in the images do not reflect any actual permits.*

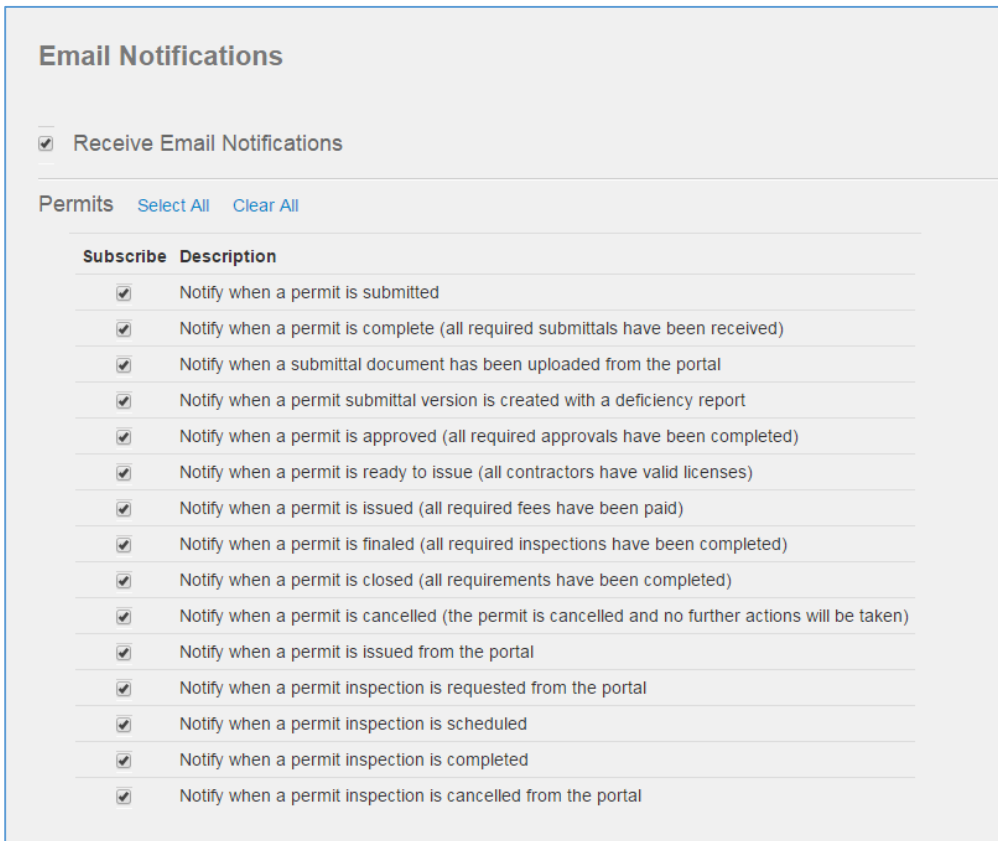
*Updated: 7/3/2017*

# MANAGING EMAIL NOTIFICATIONS

1. Select the **Manage Email Notifications** link



2. Check or uncheck the email notification options you would like to receive for your projects.



3. Click **Save**.

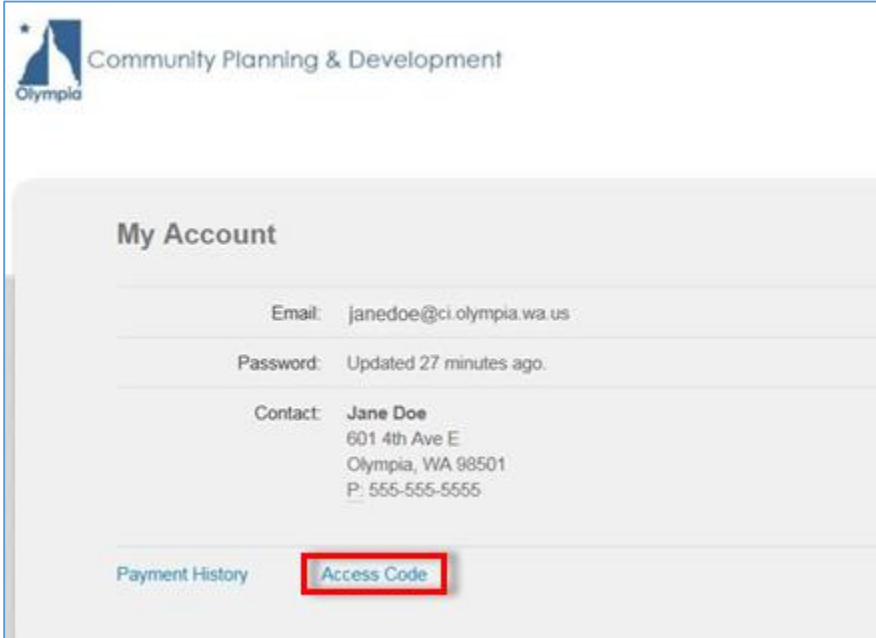
*NOTE: The permit information shown in the images do not reflect any actual permits.*

## ADDING AN ACCESS CODE TO ACCOUNT

If you are given a portal access code by CP&D after you have created an account, you may input that access code to view your active permits.

To Enter a Code:

1. Select the **Access Code** link



Community Planning & Development  
Olympia

### My Account

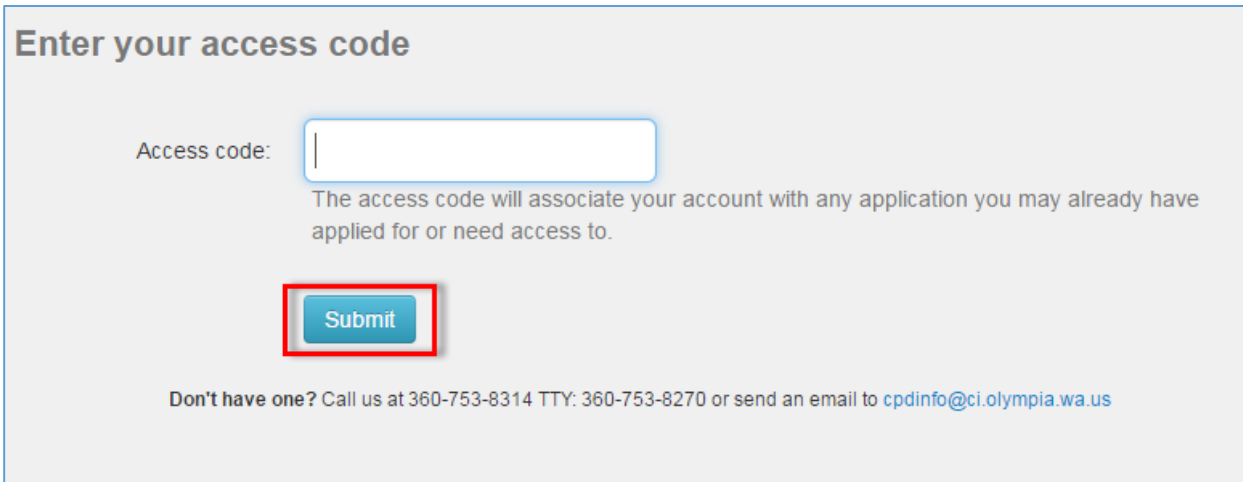
Email: janedoe@ci.olympia.wa.us

Password: Updated 27 minutes ago.

Contact: **Jane Doe**  
601 4th Ave E  
Olympia, WA 98501  
P: 555-555-5555

Payment History **Access Code**

2. Enter the access code and select **Submit**.



## Enter your access code

Access code:

The access code will associate your account with any application you may already have applied for or need access to.

**Submit**

Don't have one? Call us at 360-753-8314 TTY: 360-753-8270 or send an email to [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)

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