



Private Portal – Reset Password

Password Resetting

1. Click the **Forgot your password?** link.
2. Enter your email address
3. Click **Submit**.

Forgot your password?

Submit


[Back to login?](#)

4. A note appears at the top of the screen stating an email notification has been sent.

Your password is reset!

Instructions sent to **your email address**

5. Go to your email to click **Reset Password**.

 Community Planning & Development

CITY OF OLYMPIA online password reset

Please click on the link below to reset your password.

Reset Password

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

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

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6. Enter a new password.
7. Re-enter your new password.
8. Click **Change Password**.

The screenshot shows a web interface for changing a password. At the top left is the logo for Olympia Community Planning & Development, featuring a stylized map of the city and the word 'Olympia' below it. The main heading of the form is 'Choose your new password'. Below this heading are two text input fields. The first field contains the placeholder text 'password'. The second field contains the placeholder text 're-enter password'. At the bottom of the form is a blue button with the text 'Change Password', which is highlighted with a red rectangular border.

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