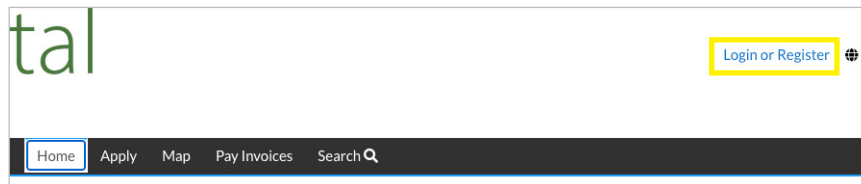


HOW TO CREATE AN ACCOUNT

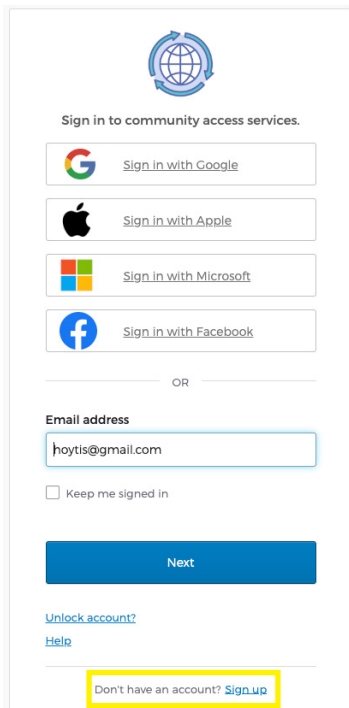
Using the Multnomah County Department of Community Services' online permit portal, people can find project information quickly and easily, and applicants can electronically submit plan or permit applications. This system is only for permits issued from Land Use Planning, Transportation and Special Districts.

Please note: You do not need to create a user account to search for public records. A user should only register for an account if they need to apply for a permit, plan, or business license.

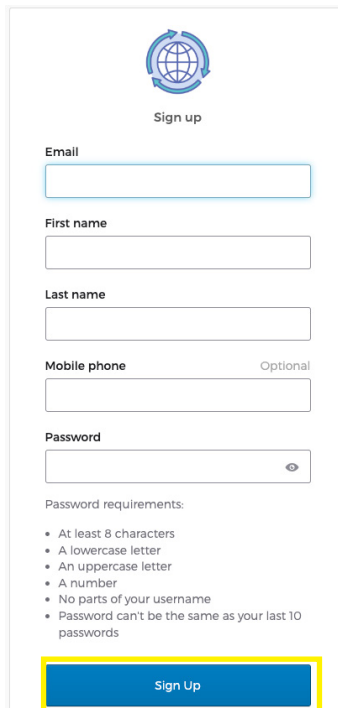
1. To create a new user account for the online permit portal, open a browser and visit: multnomahcountyor-energovweb.tylerhost.net/apps/SelfService#/home and click on the "Login or Register" link in the top right corner of the page.



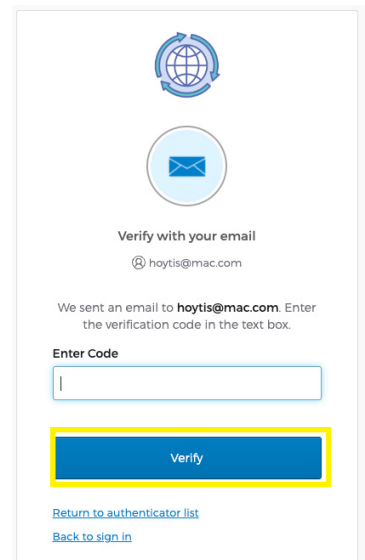
2. On the sign in page, scroll down to the bottom and click the "Sign up" link.



3. Fill in the fields for email, first and last name, and create a password. Click the "Sign up" button.



4. A security code will be sent to the email you provided. Enter the code in the field and click "Verify".



4. Once you have entered your one-time security code and clicked "Verify", you will begin the three-step registration process. Step 1, click "Continue" to acknowledge the security statement.

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

4. The second step of registration is to provide your first and last name, email address, and choose how your would liked to be contacted from the drop down menu. Then click "Next".

Registration

Step 2 of 3: Personal Info

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Back **Next**

5. The last step of registration is to provide a mailing address. Then click "Submit". You will be logged in and taken to the Permit Portal dashboard.

Registration

Step 3 of 3: Address

* Address

City

State

Postal Code

Back **Submit**