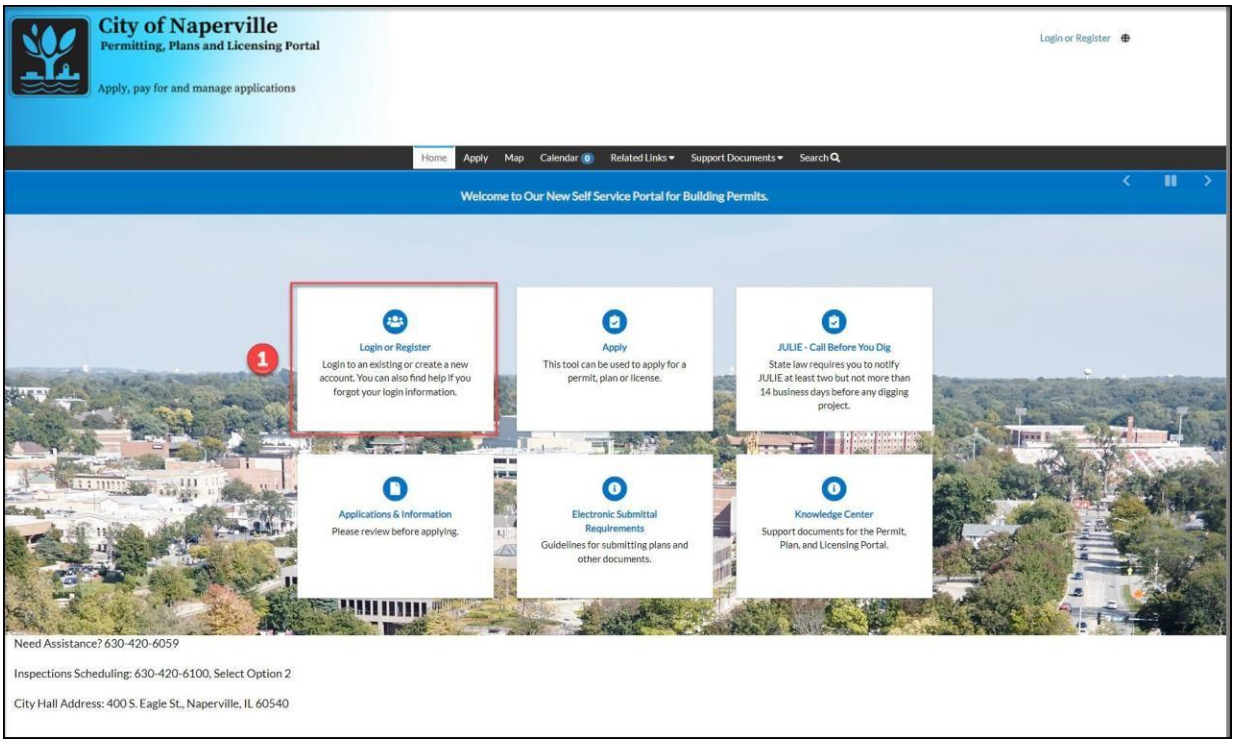
# Creating a Permitting, Plans and Licensing Portal Account

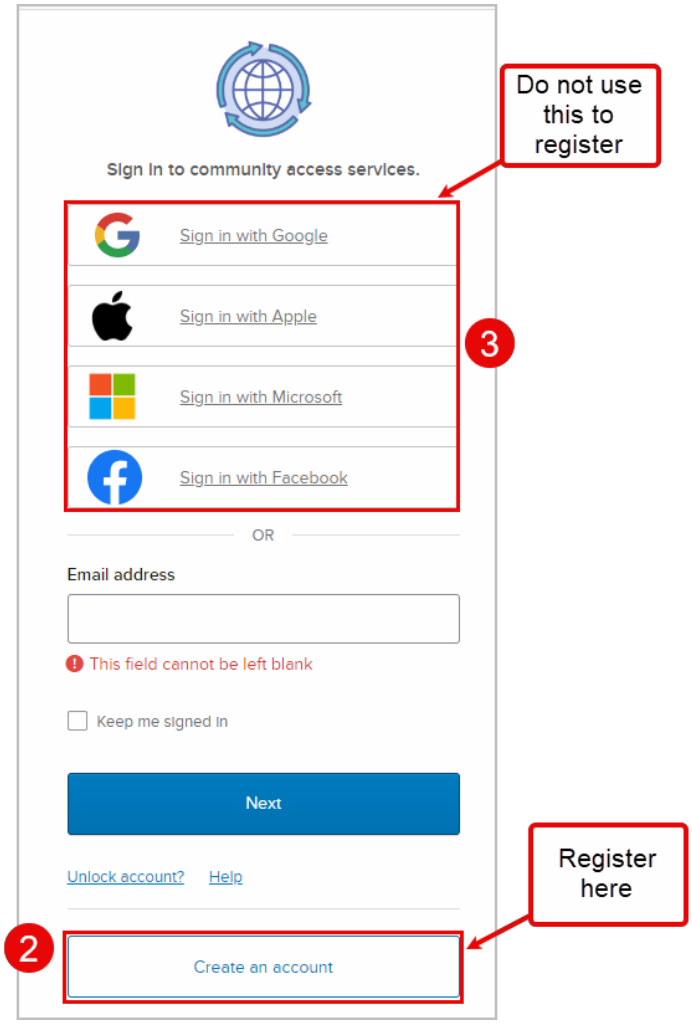
Use the following link to the Self-Service Portal page where you can register or login:

https://napervilleil-energovweb.tylerhost.net/apps/SelfService#/home

This document will guide the user through the Permitting, Plans and Licensing Portal account registration process.

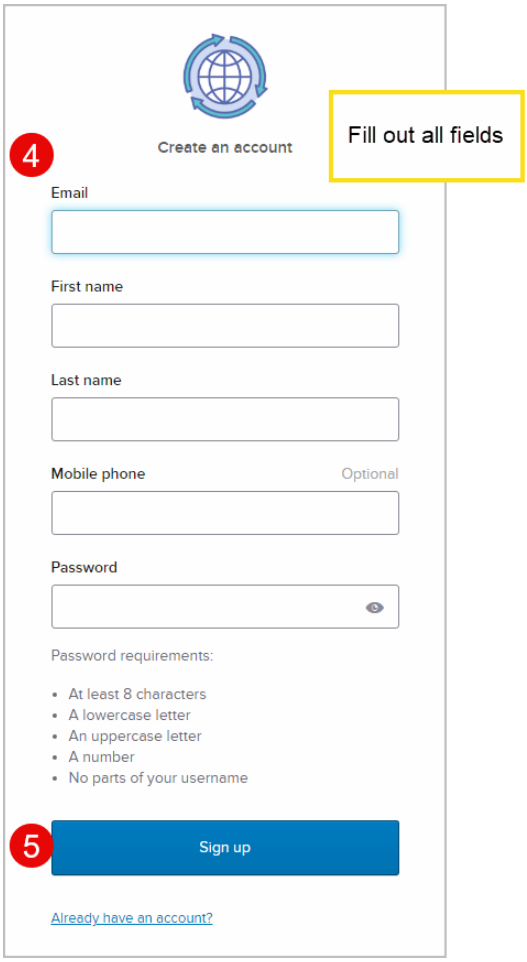



1 Click on the “Login or Register” tile or the **Login or Register** hyperlink in the upper-right.




2 Click the **Create an account**.

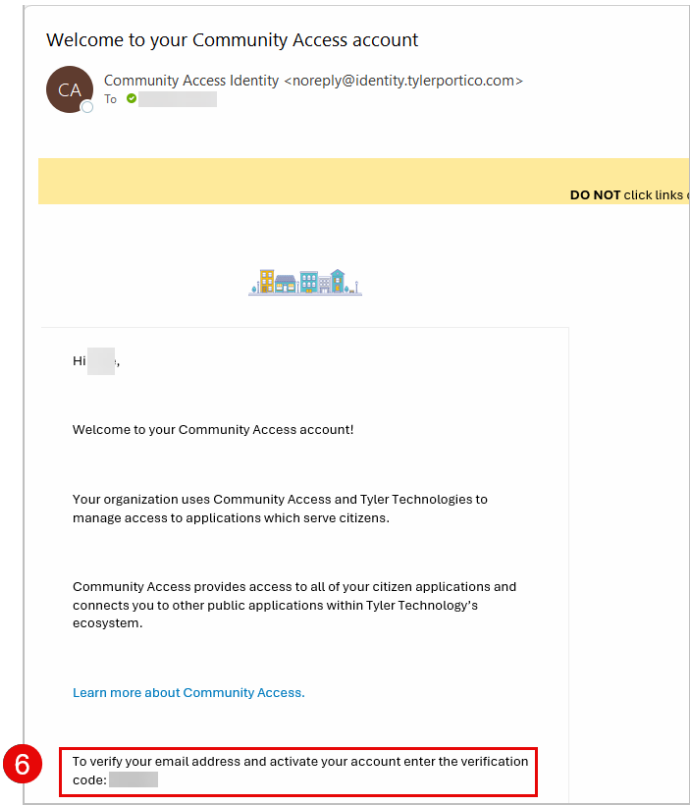
3 Once registered, a user can login to the Permitting, Plans and Licensing Portal using a social network account. Click the social network account and login using the matching account information.

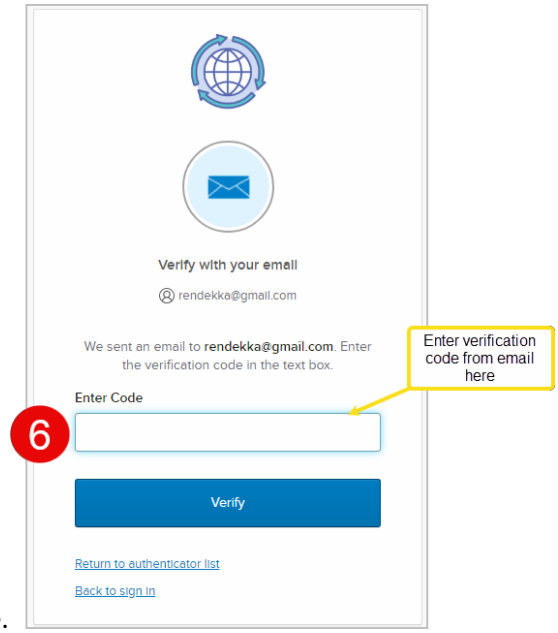



4 Complete all fields by entering a valid email address, first and last name, mobile phone number and password.

5 Click the Sign up button to submit the user information.

An email is sent to the email address entered in step 4. The email will contain a verification code that needs to be entered to continue the registration process. Make sure to check the Spam folder as some email systems divert the email there.

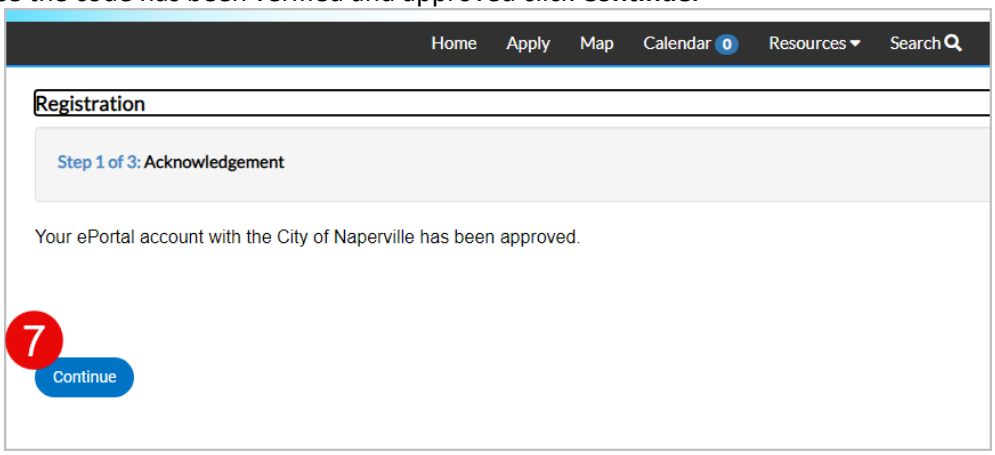



6 Open the email and copy the verification code.

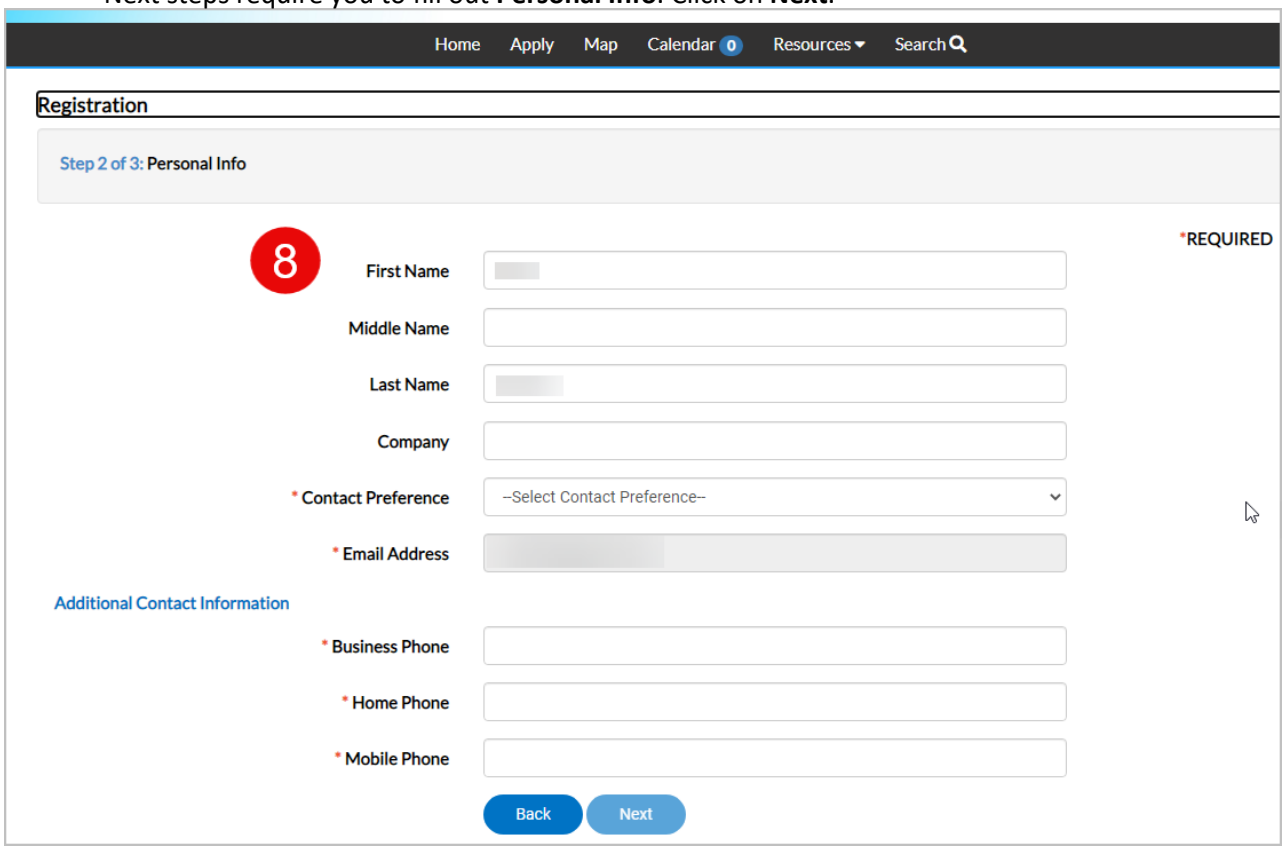
7

Once the code has been verified and approved click **Continue.**



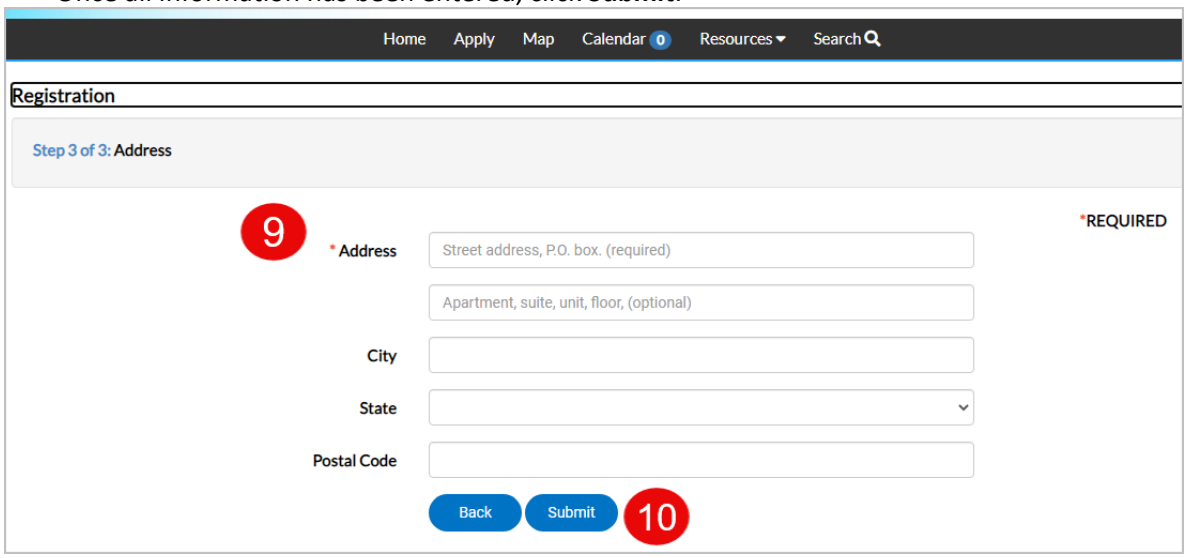

8

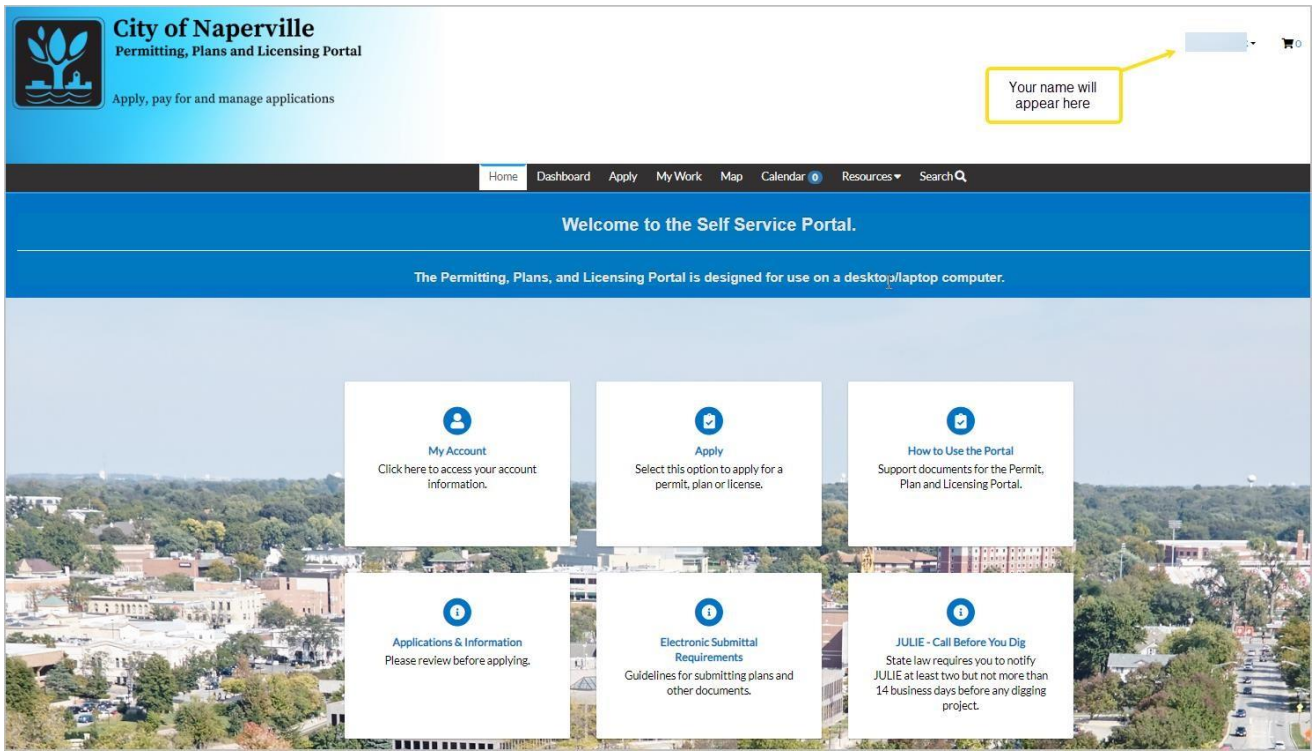
Next steps require you to fill out **Personal Info**. Click on **Next**.



9 Continue with entering information.

10 Once all information has been entered, click **Submit**.




Registration has now been completed. You will be returned to the Permitting, Plans and Licensing Portal home page after successfully completing the registration process.