

How to register

1. Click on the “**Register Now**” button under the login screen or at the top of the website in the banner.

The screenshot shows a website navigation bar with links for Home, Building, Planning, Licensing, Onsite/Septic, and Public Works. Below the navigation bar is an "Advanced Search" dropdown. The main content area is divided into two sections. The left section, titled "Please Login", instructs existing users to log in with their username or email and password. It also includes a "New Users" section stating that new users must register for an ePermitting account. A blue "Register Now »" button is highlighted with a black arrow pointing to it. The right section, titled "Login", contains input fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the checkbox are links for "I've forgotten my password" and "New Users: Register for an Account". At the bottom of the page, there is a "Permitting" logo, a phone number "Need help? 503-373-7396", a yellow "Register" button with a hand cursor, and a "Home" button. A footer contains four large buttons: "+ Apply" (teal), "Q Search" (yellow), "Schedule" (green), and "? Resources" (grey).

2. Read and agree to the terms and conditions by clicking the checkbox, then click on the “**Continue Registration**” button.

Account Registration

To register for an ePermitting account, please provide the following:

- A user name and password
- Personal and contact information
- License information where applicable

You must also review and accept the terms below.

ONLINE PURCHASING TERMS AND CONDITIONS

Cities and counties that participate in the ePermitting system do so voluntarily and retain individual discretion regarding the specific ePermitting services offered and ultimately provided within the system for

I have read and agree to the terms and conditions above.

[Continue Registration »](#)



3. Enter your account information, then under Billing Information click the “**Add New**” button. **Note:** the red asterisks indicate required fields. If you are unsure what to enter into a field, click on the question mark field for more information.

Account Registration
My Account Information

* indicates a required field.

Login Information

* User Name: ?
younamehere

* E-mail Address:
building@abc123.com

* Password: ?
.....

* Re-type Password:
.....

* Enter Security Question: ?
What state were you born in?

* Answer: ?
Oregon

Billing Information

Choose how to fill in your contact information.

[Add New](#) ←

[Continue »](#)

- Next select contact type and click “**Continue**” button. From the drop-down list please select the option that best describes you as the account owner. For example, if you are a home owner you could select “Owner” or “Applicant”. If you are a contractor you could select “General Contractor,” “Sub-Contractor,” or “Organization”. Again, choose the option that comes the closest to describing you as the account owner. Once your initial account setup is complete you can add/edit contacts, add licenses and more from the account management section.

Select Contact Type

*Type:

Continue

Discard Changes


--Select--

- Select--
- Agent for Applicant/Owner
- Applicant
- Business Owner
- General Contractor
- Individual
- Organization
- Owner
- Site Contact
- Sub-Contractor

5. Enter all of the billing/permit contact information you want to have associated to the account, then click the “**Continue**” button. **Note:** adding your email to your account is very important

for communicating throughout the process with the local jurisdiction, although not required.

Contact Information

* First:	<input type="text" value="Bob"/>	* Last:	<input type="text" value="Smith"/>
Name of Business:			
<input type="text" value="ABC 123 Inc."/> ✕			
* Country:	<input type="text" value="United States"/>		
* Address Line 1:			
<input type="text" value="123 Main Street"/>			
* City:	* State:	* Zip:	
<input type="text" value="Salem"/>	<input type="text" value="OR"/>	<input type="text" value="97301-"/>	
* Primary Phone	Work Phone:	Mobile Phone:	
<input type="text" value="000-000-0000"/>	<input type="text"/>	<input type="text"/>	
* E-mail:			
<input type="text" value="building@abc123.com"/> 			
Fax:			
<input type="text"/>			
<input type="button" value="Continue"/>		<input type="button" value="Clear"/> Discard Changes	

Note: although it is not required, adding your email to your account will allow you to receive automatic status updates concerning your permit, as well as inspection results.

6. Review the information you entered, make any changes needed, then click the “**Continue**” button.

Account Registration
My Account Information

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Re-type Password:

* Enter Security Question: ?

* Answer: ?

Billing Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Jane Doe
Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue »](#) ←

7. Now you are registered!



Your account has been successfully created! You can now access your account by clicking the [Login](#) link in the upper right corner.

Next, to apply for permits, you need to add your “**license(s)**” to your account, see [How to add licenses to your registered account](#) for details.