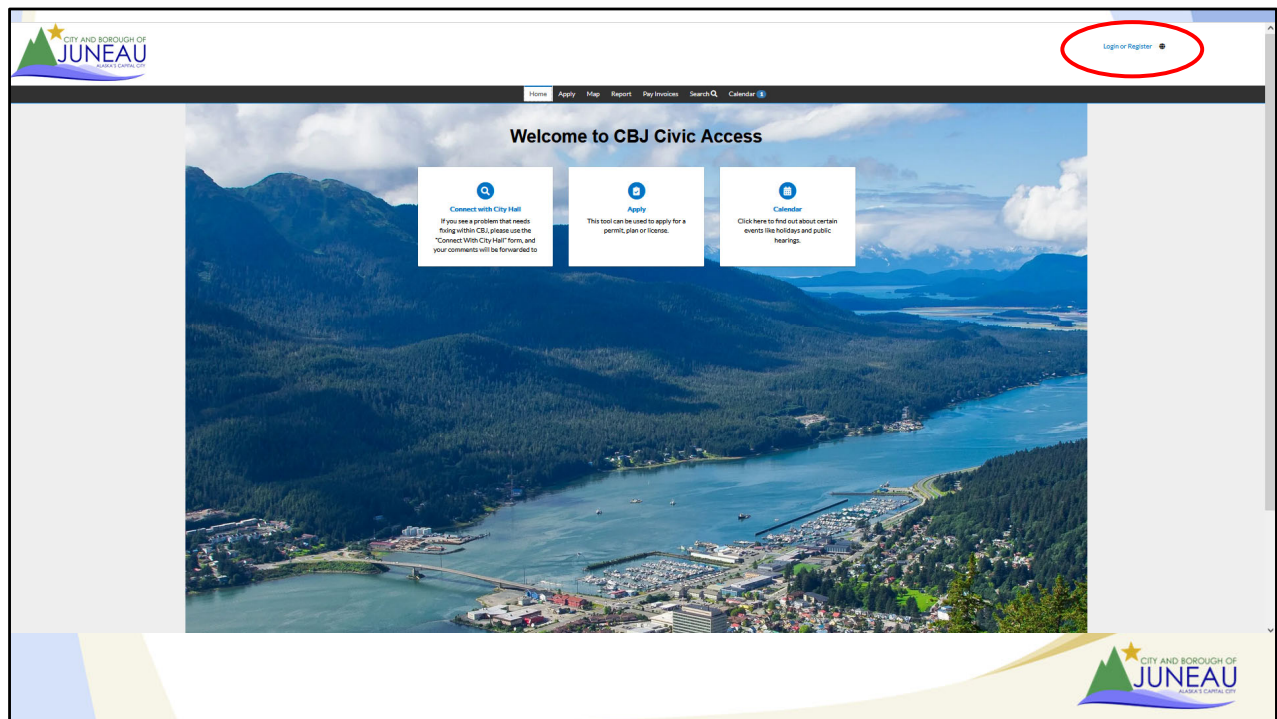## Civic Access…access

- Sign in
- Allow others to see your work
- Ask to see others' work

With the new system you'll be able to share information with your team, or ask to be on someone else's team. That does not need to be determined today, but something to think about, so that when we go live you can establish teams that make sense for your organization.

In the upper right corner select "Login or Register."

After a little dancing around this box will pop up. Enter your e mail address (1), then choose "Create an account" (2).

Make sure this is an e mail you actually use, because verification will be sent to that e mail. You'll be asked to verify later.

We've not used Apple, Microsoft or facebook, so not sure if there are nuances to that. Jay has used google and it works well.

E mail should auto-populate

Enter the information requested – first and last name, phone, and password – then select "Sign up."
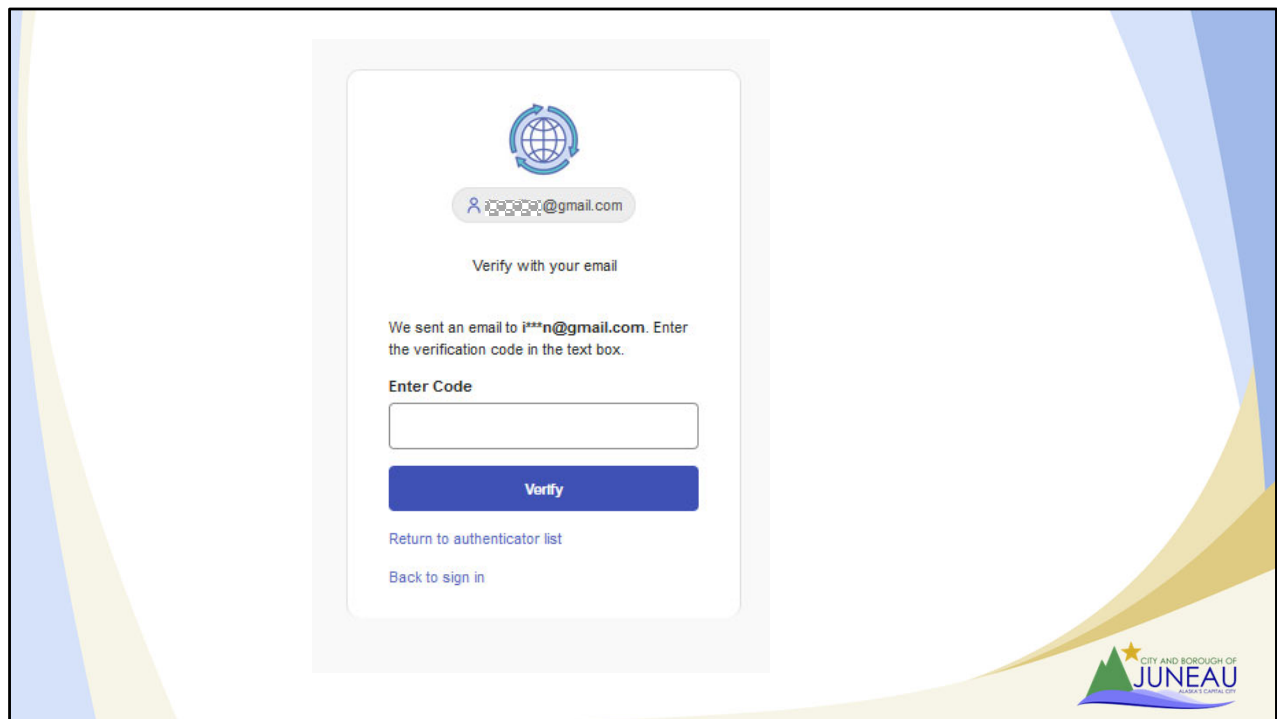
You'll receive this message, letting you know that a magic code has been sent to the e mail you provided earlier.

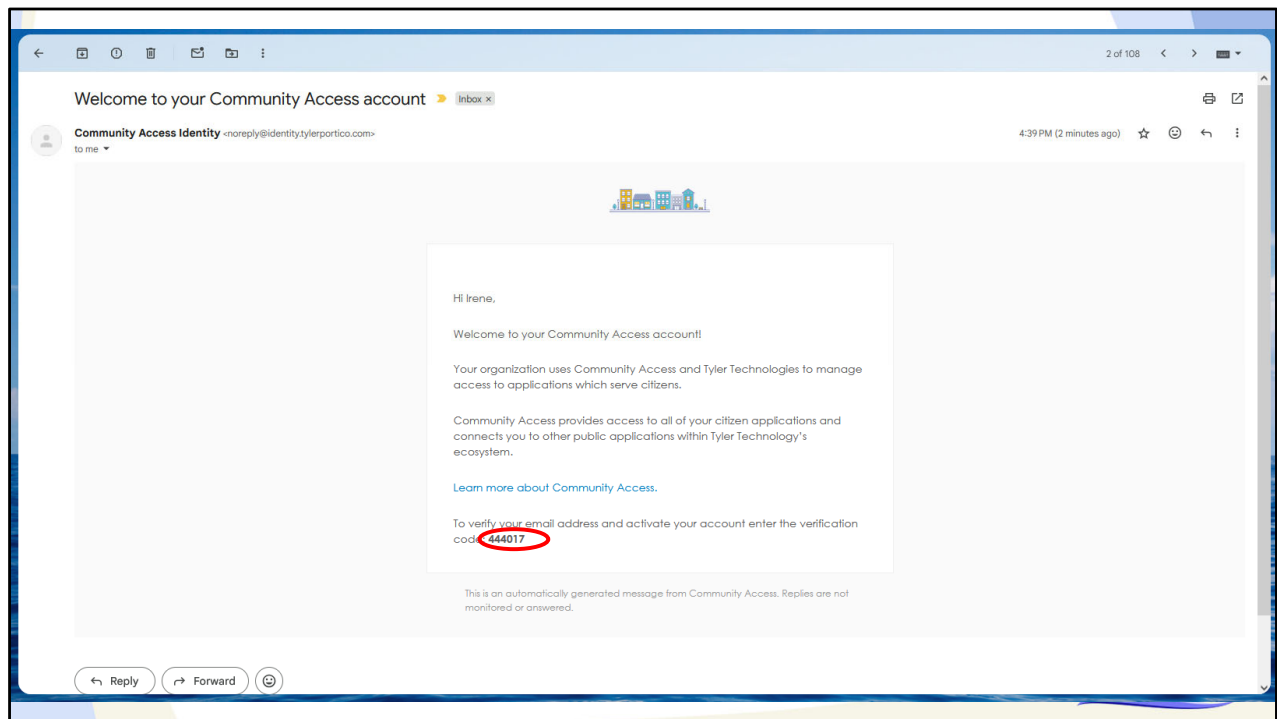The thing I love about this pop-up is that your e mail is plainly presented in the grey oval, but in the verbiage they use stars to add a sense of integrity and security. They care about your privacy, man!

I'd suggest you leave this pop-up open in one browser tab, and use another browser tab to get to your e mail.

You will then have to go to your e mail and get the code they've presented (red circle above). Note that the code is auto-generated, and if you needed to request a second one, there would be a different code. Thus my indifference to presenting the code in published materials for all to see.
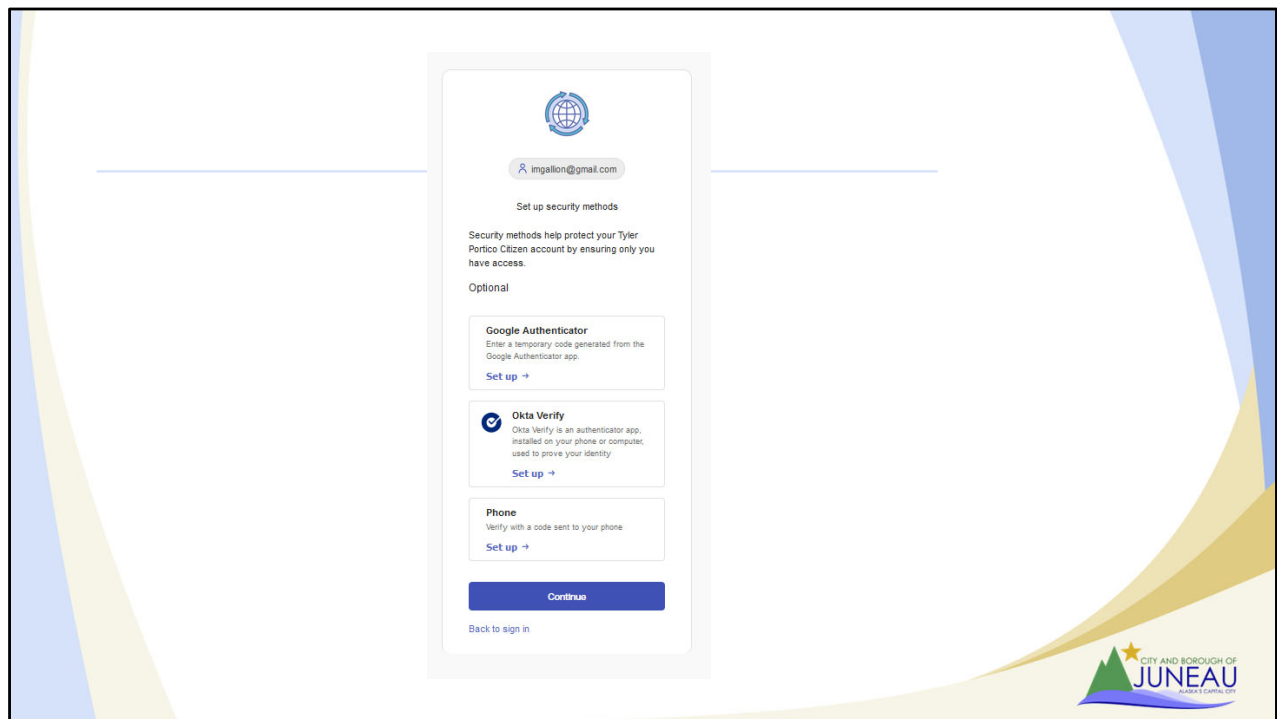
After you've entered the code, you have the option of setting up authentication, but you are not required to. Click "Continue."

This page requires you to acknowledge that you can access the e mail associated with this account. The fact that you were able to get your authentication number from the account indicates you can click this with confidence.

Note that, if you have a disagreement or dispute with CBJ regarding your land action and you claim that you did not get an e mail, we will check our system to see if one was sent to the e mail you signed up with. If an e mail was sent from our system, your inability to get it will not aid in your dispute.

This feels...redundant. And it sort of is, but now you provide more specific information:
- Company name.
- Multiple phone numbers.
- Your preferred means of contact.
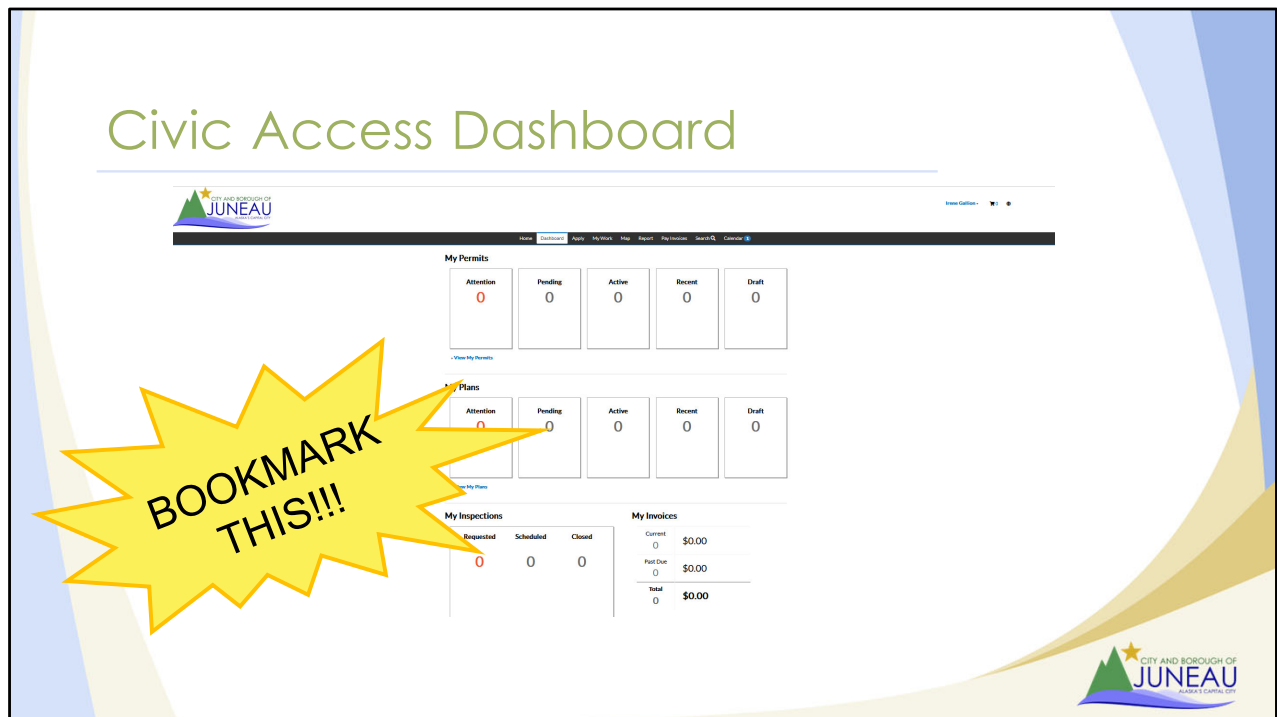
When done, select, "Next."

Provide an address, and select "Submit."

This is the ACCOUNT HOLDER's address. So, as a realtor, or as a contractor, this is YOUR address. You'll be able to apply on behalf of your clients and use their addresses for the application location.

Voila! You are taken to your dashboard! BOOKMARK THIS!!!

You see in the upper right corner, it shows you are logged in. You can click on your name to get your account details, to update them, or to log out. There is also a cart there, in which you can put invoices you hope to pay.

You will see your data on permits (building permits) or plans (nonconforming certifications, conditional use permits, etc).

For building permits, you'll be able to schedule an inspection through the dashboard.

You will also be able to pay fees on line. The "My Invoices" section will summarize fees due.

Civic Access…access
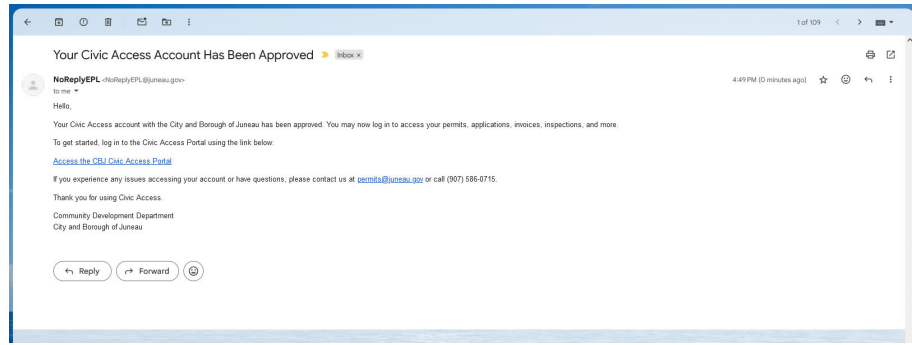
Ideally, you got to this point without a hiccup. BUT, if something seems to have gone wrong, or if you had to bail out, you may wonder, "Did this work?"

If you were successful in creating an account you will get this e mail. You can log in through the link, if you need to.

Remember the fraud we talked about earlier? Be mindful. In this case, we are anticipating this e mail.