How to Create Portal Login



City of Topeka Permit Portal

Link to create

- <u>https://cityworks.topeka.org/PublicAccess/template/Login.aspx</u>
- This link will take you to the website below
- You will click "Sign Up" highlighted in yellow below.

Topedarmer	
	Login Don't have an account? Sign Up Uername Password Cogin Login Erogot Password? 6.3.0

• You will fill out the below information to create your profile/log in for the portal.

Under "Roles" you will want to select the "Public Access Development Services" box for contractor and trade licensing & "Public Access Planning" for submitting permits for projects.

Once the information is entered, you will click on "Register" at the bottom of the screen

Credentials	<u></u> Co	ontact Information	-	Rolea
Email Address	0 / 150	First Name 0 / 39	Last Name 0 / 39	Public Access Development Services Public Access Planning
Password	0/20	Address	0 / 59	Public Access Water Pollution Control
Confirm Password	0/20	City 0 / 59	State Zip 0/14	
		Home Phone	Mobile Phone	
Decision				

Verifying your email-

You will receive an email from <u>cityworks@topeka.org</u> to verify your email address. You will want to click on the link within the email "Click here to activate your account for Permits and Contractor Licensing" in order to verify your email address. If you do not do this, you will not be able to log into your newly created account.

Once submitted, you will get the below message. Please remember to check your email inbox.



Your request for a new login was successfully submitted. Please check your email for account verification.

From: <<u>Cityworks@topeka.org</u>> Date: Wed, Oct 4, 2023 at 11:14 AM Subject: Your Cityworks registration is almost complete To:

Welcome to Cityworks

To complete your registration, please verify your email address by clicking one of the following links. This link will direct you to the Public Access login page. From the login page, enter the Login Id and Password you selected when applying for your account. This will log you into the system and activate your account.

Click here to activate your account for Permits and Contractor Licensing Click here to activate your account for Planning

Note: This registration link will expire in two days.

Thank You, Cityworks Adminstration