


How to Create Portal Login



City of Topeka Permit Portal

Link to create if you haven't already done so previously

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



Log In
Don't have an account? [Sign Up](#)

Username

Password

Log In

[Forgot Password?](#)

5.2.1-Release

- You will fill out the below information to create your profile/log in for the portal. The email address **MUST** to be the one already associated with your company (if you have one)
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 (General Contractors and Homeowners Only)

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

Apply for a login

All fields are required

CREDENTIALS:

Email Address

✗ Please provide a valid email Id.

Password

Confirm Password

CONTACT INFORMATION:

First Name

Last Name

Address

City

State

Zip

Home Phone

Mobile Phone

ROLES:



- Public Access Development Services ?
- Public Access Planning ?
- Public Access Water Pollution Control ?



Register

Cancel

Verifying your email-

You will receive an email from cityworks@topeka.org 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 or see your license information.

From: <Cityworks@topeka.org>
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](#)

Note: This registration link will expire in two days.

Thank You,
Cityworks Administration