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](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.
You will fill out the below information to create your profile/log in for the portal. The email address **MUST** 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.
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