How to Create Portal Login

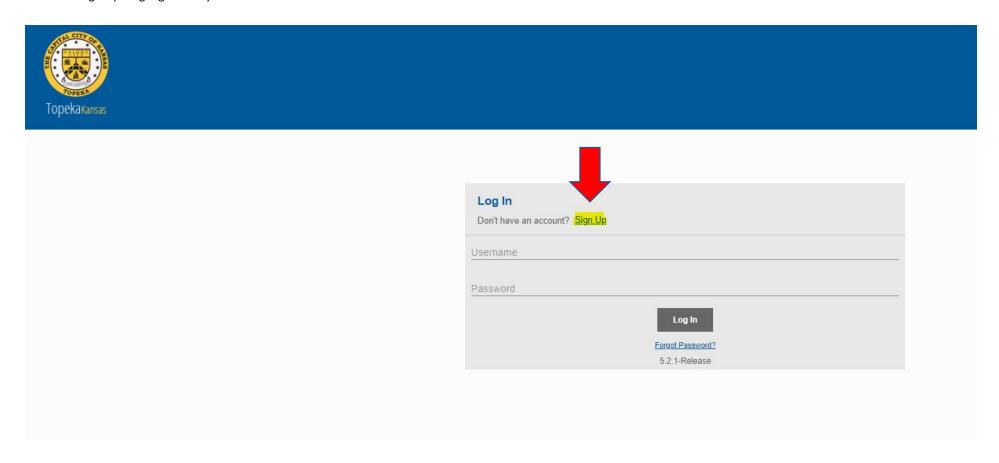


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City of Topeka Permit Portal

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.



• 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

Email Address First Name Last Name Public Access Development Services Public Access Planning ? Public Access Water Pollution Control of Public Access Water P	All fields are required			-
Please provide a valid email Id. Address Address City State ▼ Zip Confirm Password	REDENTIALS:	CONTACT INFORMATION:		ROLES: 🔱
Address	Email Address	First Name	Last Name	☐ Public Access Development Services ?
City State ▼ Zip Confirm Password	X Please provide a valid email Id.	Address		☐ Public Access Planning ? ☐ Public Access Water Pollution Control ?
Confirm Password	Password			
		City	State ▼ Zip	
	Confirm Password			
Home Phone Mobile Phone		Home Phone	Mobile Phone	
	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: <<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

Note: This registration link will expire in two days.

Thank You, Cityworks Adminstration