

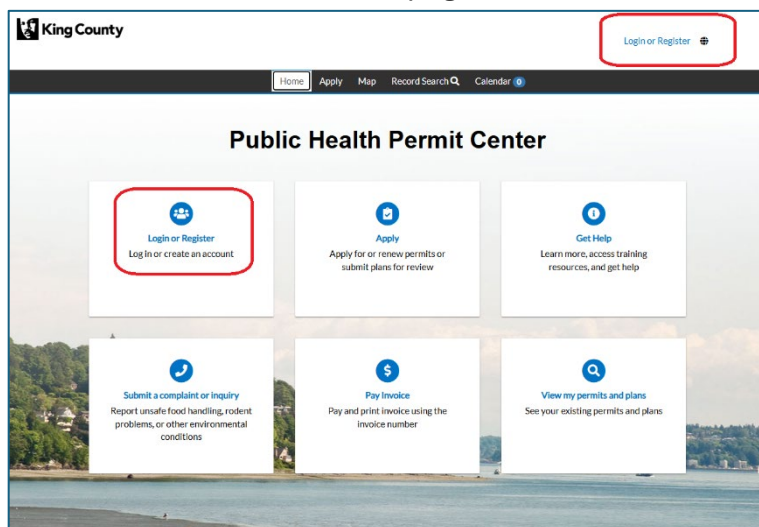
How to Register for an Account and Get Support with Login

Select the topic below to go to those instructions.


- [Register for an Account](#)
- [Forgotten password](#)
- [Unlock account](#)


Register for an Account

1. On the [Public Health Permit Center homepage](#), select the **“Login or Register”** button in the top right or the square on the left side of the Home page.



2. Select **“Create an Account.”**
3. Fill out the required fields.
 - o ***IMPORTANT: To see the information (e.g. permits, plans) from the old Environmental Health portal, you must register for the Permit Center using the same email address you used for the old portal.***









Sign in to community access services.


Email address

☐ Keep me signed in

OR

[Unlock account?](#) [Help](#)



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional


Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

[Already have an account? Sign in](#)

4. Check your email to verify the account. Retrieve the code and enter it in the portal.



Community Access Identity <noreply@identity.tylerportico.com>
to me ▾


Hi KC,


You are receiving this email because a request was made for a one-time code that can be used for authentication.

Please enter the following code for verification:


704020

If you believe you have received this email in error, please disregard.



 pubhealthkc@gmail.com

Verify with your email

 Haven't received an email?
[Send again](#)

We sent an email to p***c@gmail.com. Enter the verification code in the text box.

Enter Code

[Verify with something else](#)

[Back to sign in](#)

5. Next, choose a security authentication method. This step is **optional** but will make your account more secure. **To skip this step, simply select “Continue”** at the bottom of the page. If you choose a security authentication method, follow the instructions for that method.

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
[Set up →](#)



Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
[Set up →](#)



Phone
Verify with a code sent to your phone
[Set up →](#)

Continue

[Back to sign in](#)

6. Next is a registration acknowledgement. Select the **“Continue”** button on the screen.

 [Cancel Registration](#) 


[Home](#) [Apply](#) [Map](#) [Record Search](#)  [Calendar](#) 

Registration

Step 1 of 4: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

 [Contact Us](#) [Terms of Use](#) ©King County, WA 2024

7. The registration process continues with adding your personal info to your profile. Fill out all required fields marked with a red asterisk. There will be multiple pages of information to fill out.

Registration

Step 2 of 4: Personal Info

*REQUIRED

*First Name First Name is required.

Middle Name

*Last Name Last Name is required.

Company

*Contact Preference --Select Contact Preference--

*Email Address shoshanascottage@gmail.com

Additional Contact Information

*Business Phone

*Home Phone

*Mobile Phone



8. Finally, select **“Submit”** to complete your registration.

Registration

Step 4 of 4: More Info

[Back](#) [Submit](#)

9. You will then be logged into the Public Health Permit Center. If you didn’t have an account in the previous portal, your screen will look like the example below under the **“Dashboard”** tab.

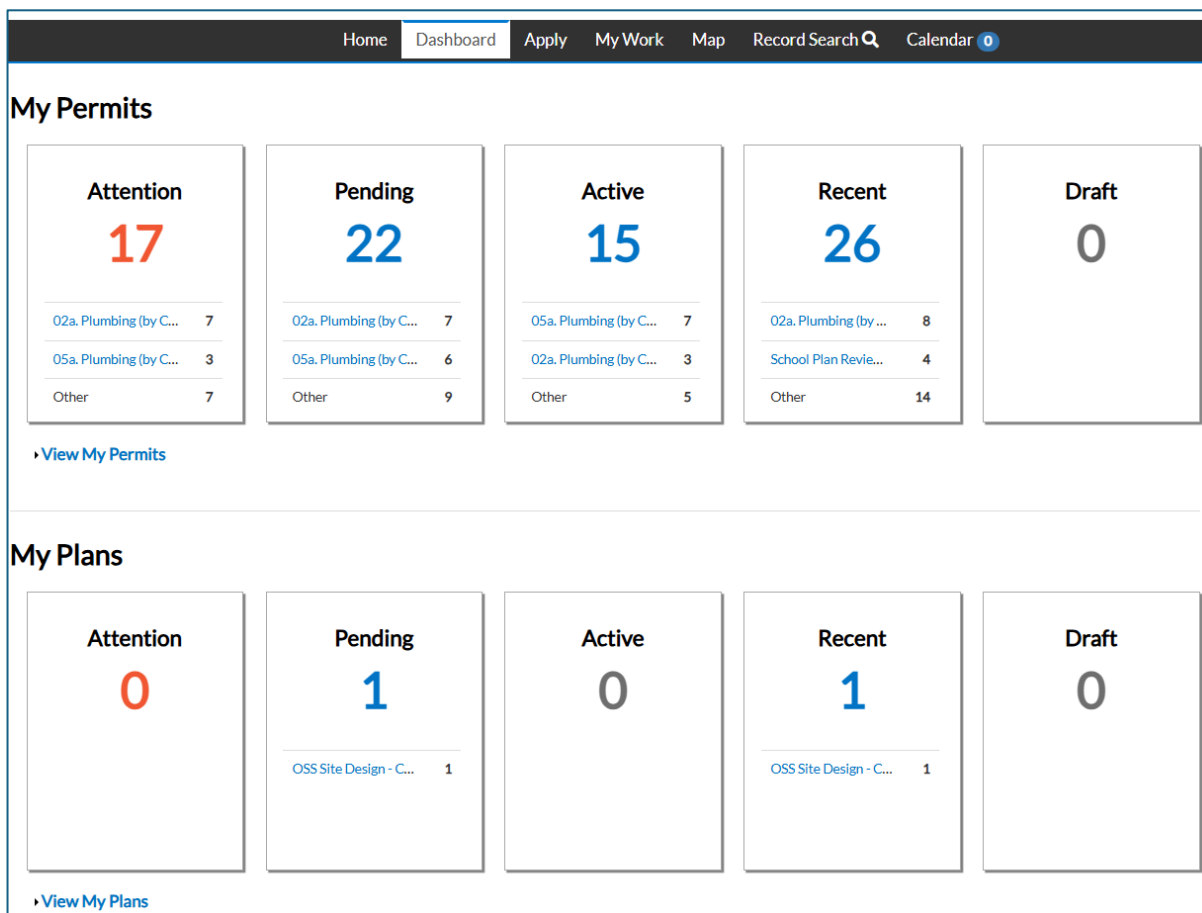
Home **Dashboard** Apply My Work Map Record Search  Calendar 

My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Permits](#)


10. If you have existing permits/plans/operational permits from the old portal, and registered for Public Health Permit Center using the same email address as before, your screen should populate with those records on the “**Dashboard**” tab like in the example below.




Forgotten password


To reset a forgotten password:


1. Type the **Email address** you used to register for an account and select “**Next**”
2. Click **Select** next to **Password**.




Sign in to community access services.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)


 [Sign in with Facebook](#)

OR


Email address

☐ Keep me signed in


Next




Verify it's you with a security method

 Your email address

Select from the following options


 Email


Select

 Password


Select

3. Select **Forgot password**.
4. Select **Send me an email**. This will email you a code to use to reset your password.






Verify with your password

 Your email

Password





Verify

[Forgot password?](#)


[Verify with something else](#)

[Back to sign in](#)





Get a verification email

 Your email

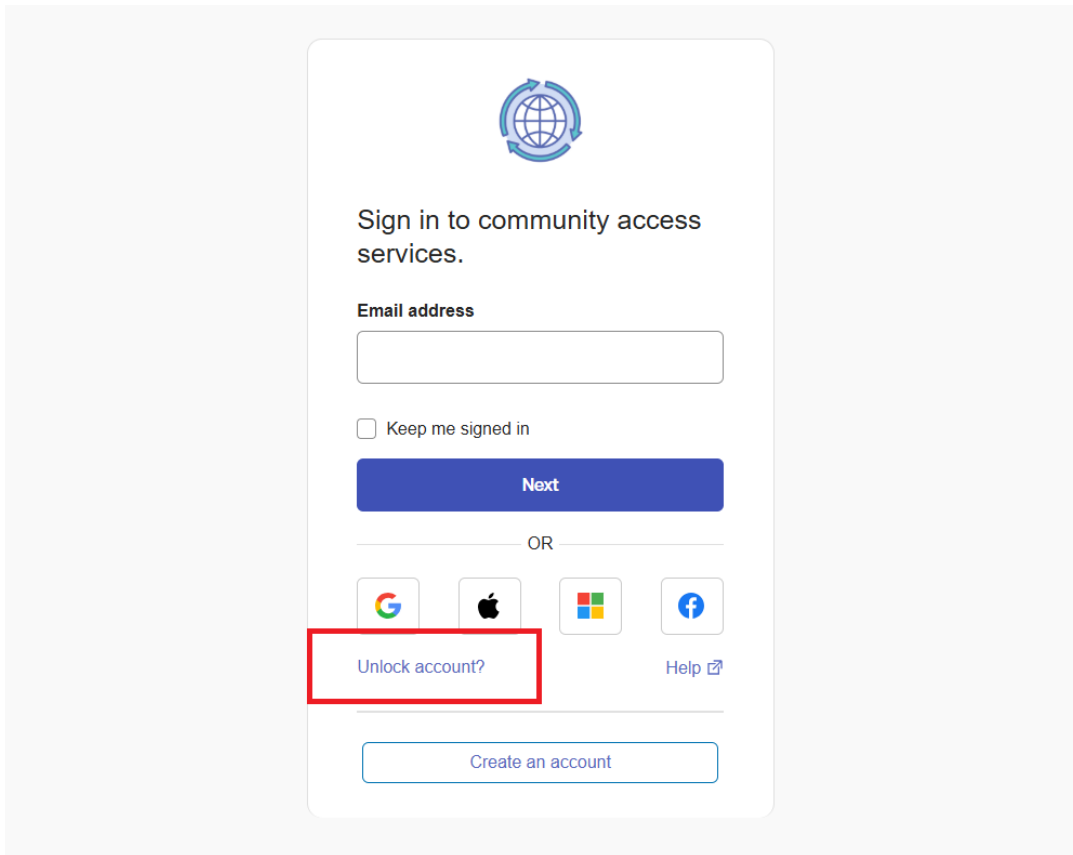
Send a verification email by clicking on "Send me an email".

Send me an email

[Back to sign in](#)

Unlock account

1. You can unlock your account from the Public Health Permit Center login page by selecting “**Unlock account.**”



The screenshot shows a login interface for community access services. At the top is a circular icon with a globe and arrows. Below it, the text reads "Sign in to community access services." There is a text input field for "Email address" and a checkbox labeled "Keep me signed in". A blue "Next" button is positioned below the checkbox. A horizontal line with the word "OR" in the center separates the email login section from the social login section. The social login section includes icons for Google, Apple, Microsoft, and Facebook. Below these icons is a link labeled "Unlock account?" which is highlighted with a red rectangular box. To the right of this link is a "Help" link with an external icon. At the bottom of the form is a "Create an account" link.

2. Next, type the email address for the account you are unlocking.
3. Select “**Send me an email.**”
4. Go to your email account to retrieve the code to unlock your account, enter the code, and select “**Verify.**”