![Public Health Seattle & King County logo]

How to Register for an Account and Get Support with Login

Select the topic below to go to those instructions.

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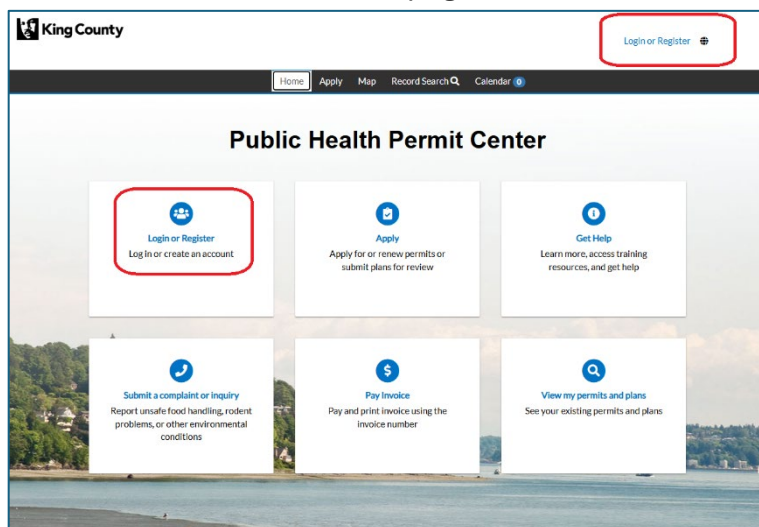
2. Select **"Create an Account."**
3. Fill out the required fields.
   o ==*IMPORTANT: To see the information (e.g. permits, plans) from the old Environmental Health portal, you must register for the Permit Center using the same email address you used for the old portal.*==

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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

704020

Verify

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.

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

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 0

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.
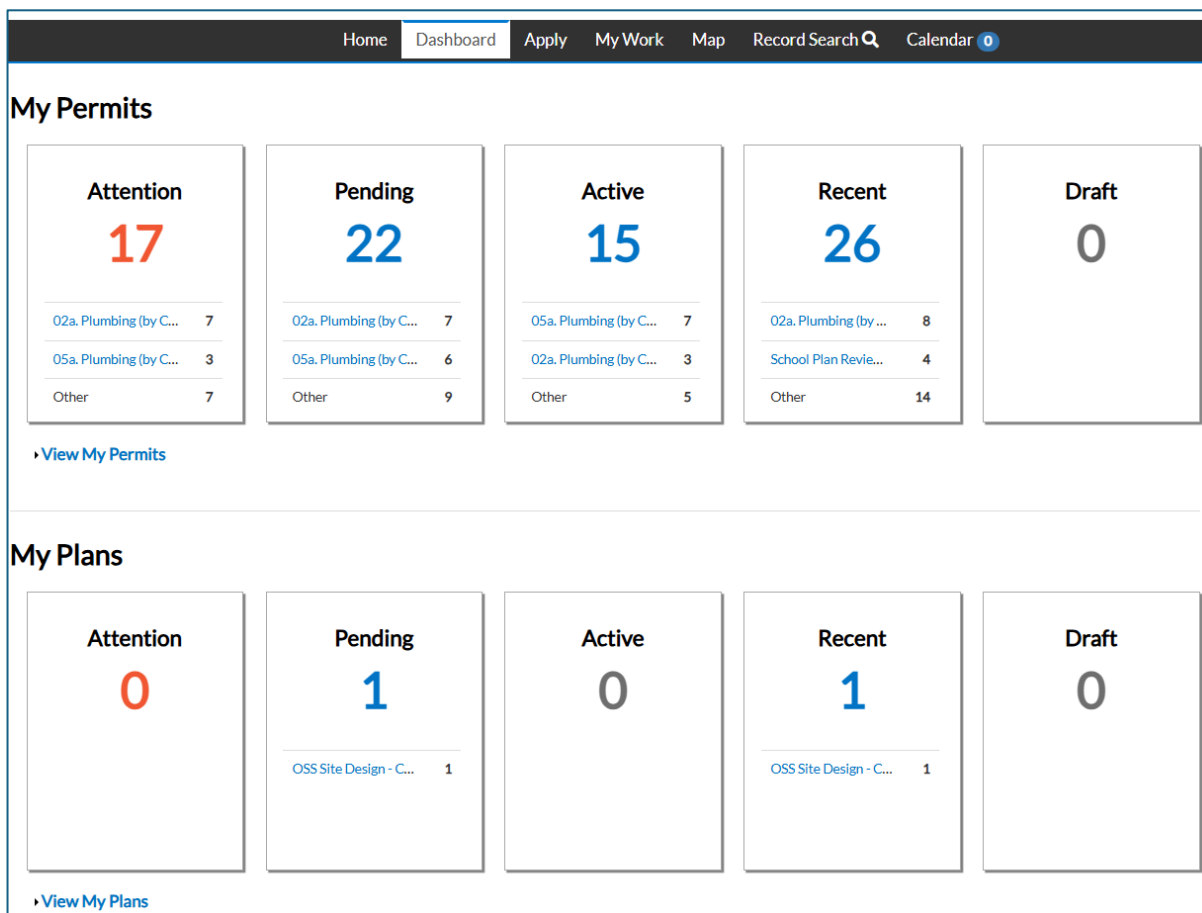
Forgotten password

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.

G   Sign in with Google

    Sign in with Apple

    Sign in with Microsoft

f   Sign in with Facebook

OR

Email address

Your 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

(8) **Your email**

Password

[   ] 👁

[**Verify**]

Forgot password?

Verify with something else

Back to sign in

Get a verification email

(8) **Your email**
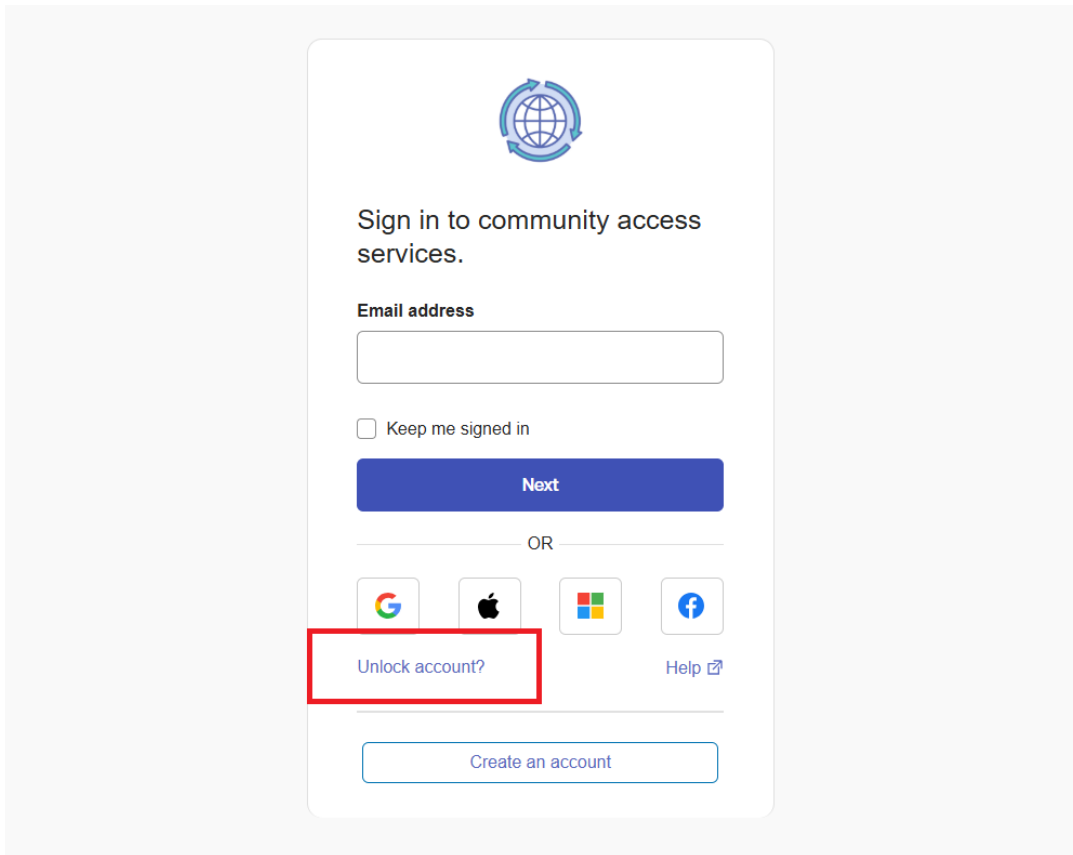
Send a verification email by clicking on "Send me an email".

[**Send me an email**]

Back to sign in

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Unlock account

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

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."**

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