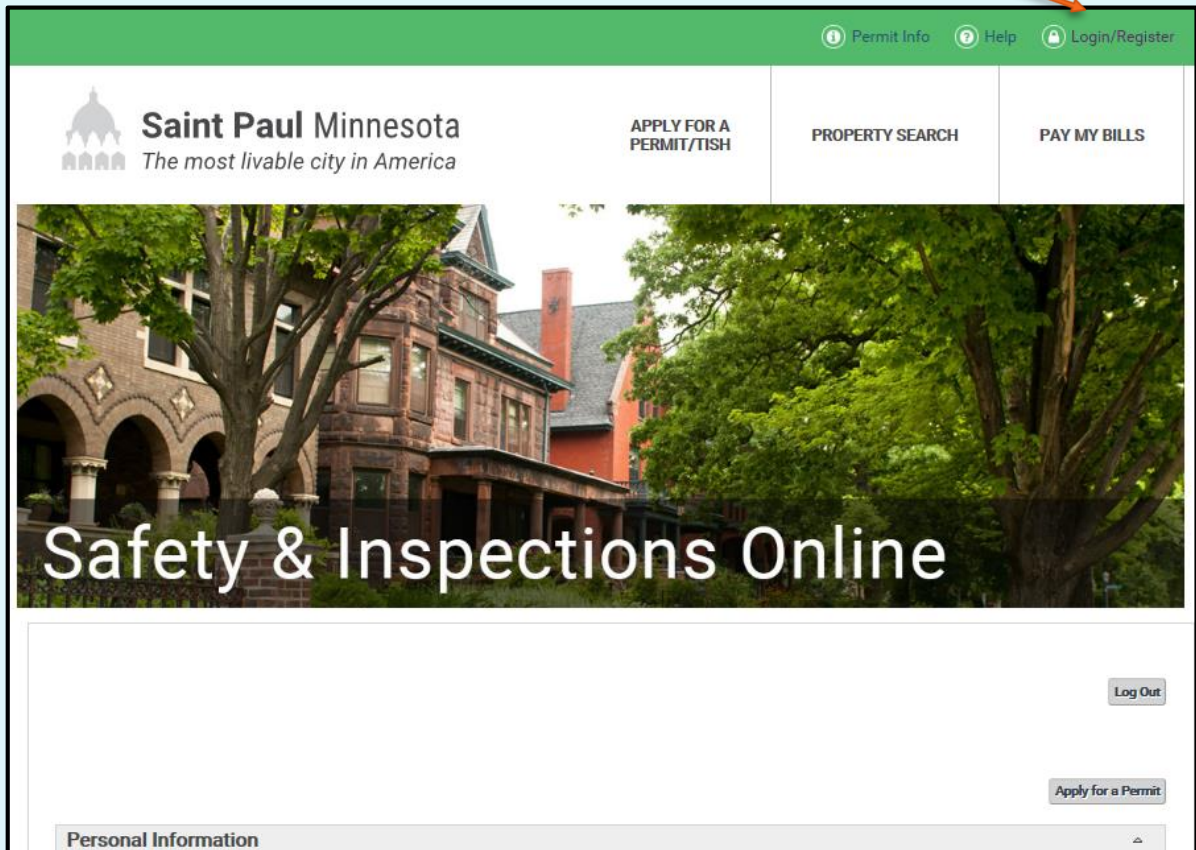


New User Registration

1

Contractors can request online registration to apply and pay for permits.

- From the Safety and Inspections Online homepage, select **Login/Register**



New User Registration (Continued)

2

- From the Permits Online Login screen select the **Don't have an Account/Register**

MEMBER AREA PUBLIC SEARCH PAY MY BILLS HELP PERMIT GUIDELINES LIBRARY

Fields required for input are marked with word "required".

This is login and registration page. Please enter your e-mail address as your username and your associated password. When verified, press 'Login into Members Area' button to enter into your account.

Login

Your e-mail address (required)

Your password (required)

Login

Can't Login?

Don't have an account / Register

I forgot my password

- Enter your contact information and select **Request Registration**

Contact Information

First Name:

Last Name:

Email Address: (required)

Previous Request Registration

- You will receive an email with a link to continue your member registration - select the link

Dear Customer,

Thank you for your interest in registering on the Saint Paul Online Permits portal! To continue your registration please click on the link below:

Link :

We look forward to working with you!
City of Saint Paul

New User Registration (Continued)

3

- Complete the member registration form

Fields required for input are marked with word "required".

Member Registration

Login Information

The username and password will be used to login. Be sure to use ones that you will remember.

Email Address **(required)**

Select Your Password **(required)** Re-Enter Your Password **(required)**

Contact Information

Organization Name **(required)**

First Name Middle Name Last Name Name Suffix

People Type

Contractor

Address Information

Street # Street Prefix Street Name Street Type Street Dir.

City Province/State Postal Code Country

More Information

(Numbers only, ex. 1234567890)

Phone Number 1 **(required)** Phone Type 1 **(required)**

Phone Number 2 Phone Type 2

Phone Number 3 Phone Type 3

Licensing Information

State Building Contractor License#

State Electrical Contractor License#

St. Paul Building Contractor License#

St. Paul Trade License #

Security Question

Select Your Security Question:

What is the name of the high school you attended?

Provide Your Answer to Security Question: **(required)**

- Select **Continue**

New User Registration (Continued)

4

- Your registration will be reviewed by City staff, and you will be notified within 1-2 business days.

Thank you

Thank you for completing your registration request.

Your registration will be reviewed by City Staff, probably within the next business day. You will be notified by email when you have been approved.

- Once approved, you will receive an email with a link to the Safety & Inspections Online Portal login page, where you will now be able to **login and apply for permits**.

The screenshot shows the 'Safety & Inspections Online' login page for Saint Paul, Minnesota. The page features a green header with navigation links for 'Permit Info', 'Help', and 'Login/Register'. Below the header is a navigation bar with three buttons: 'APPLY FOR A PERMIT/TISH', 'PROPERTY SEARCH', and 'PAY MY BILLS'. The main content area has a large image of a historic building with the text 'Safety & Inspections Online' overlaid. Below the image, there is a login form with the following elements:

- A note: 'Fields required for input are marked with word "required".'
- A paragraph: 'This is **login** and **registration** page. Please enter your **e-mail address** as your username and your **associated password**. When verified, press "Login into Members Area" button to enter into your account.'
- A 'Login' section with two input fields: 'Your e-mail address (required)' and 'Your password (required)'. A 'Login' button is located below these fields.
- A 'Can't Login?' section with two buttons: 'Don't have an account / Register' and 'I forgot my password'.