

City of Beaumont Permitting Portal

New Account Sign Up Guide

1. Open a compatible web browser and navigate to <https://cityworks.beaumonttexas.gov/OnlineApplications/>
 - a. Microsoft Edge
 - b. Google Chrome
 - c. Mozilla Firefox
2. Select **Sign Up**

A screenshot of a "Log In" form. At the top, it says "Log In". Below that, there is a link "Don't have an account? Sign Up" which is highlighted with a red box. Underneath are two input fields: "Username" and "Password". At the bottom right, there is a "Log In" button, a "Forgot Password?" link, and a "5.1-Release" link.

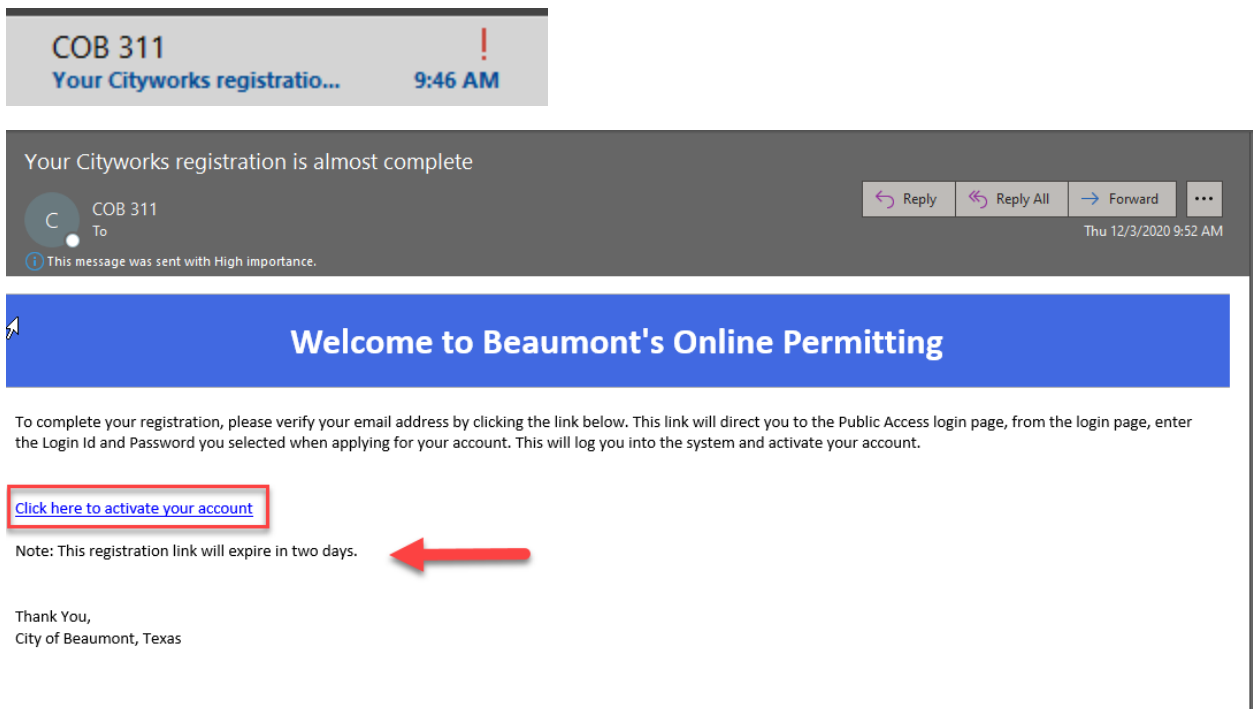
3. Enter in your information you want to use for your login credentials and your contact information.

A screenshot of the "Apply for a login" form. The form is divided into two main sections: "CREDENTIALS:" and "CONTACT INFORMATION:". The "CREDENTIALS:" section includes fields for "Email Address" (test@beaumonttexas.gov), "Password" (with a green checkmark and "Login Id is Available" message), and "Confirm Password". The "CONTACT INFORMATION:" section includes fields for "First Name" (Joe), "Last Name" (Contractor), "Address" (5465 ABC Avenue), "City" (Beaumont), "State" (TX), "Zip" (77701), "Home Phone" (1234567890), and "Mobile Phone" (3216549870). At the bottom left, there are two buttons: "Register" (highlighted with a red box) and "Cancel".

4. If your registration is successful you will receive the following screen.

Your request for a new login was successfully submitted. Please check your email for account verification.

5. Please check your email for the account verification email.
 - a. Click on the link provided in the email to verify your email address.
 - b. Please note that the activation email expires after 2 days.



6. You will be directed to the login page.
 - a. Log in with your credentials that you created in step 3.