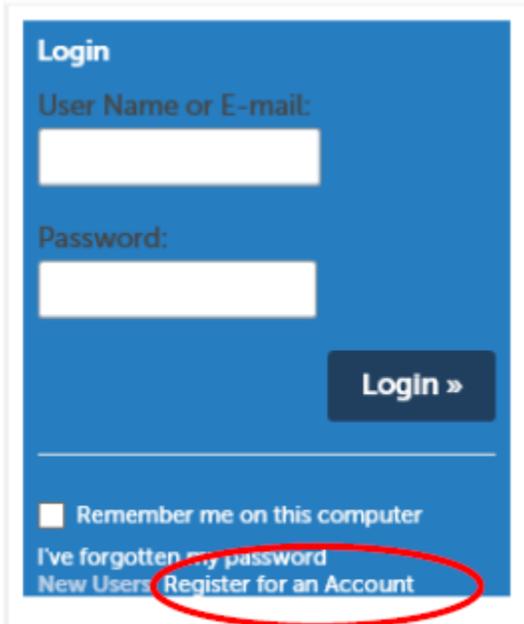


City of Oklahoma City Citizen's Portal

Registration Instructions

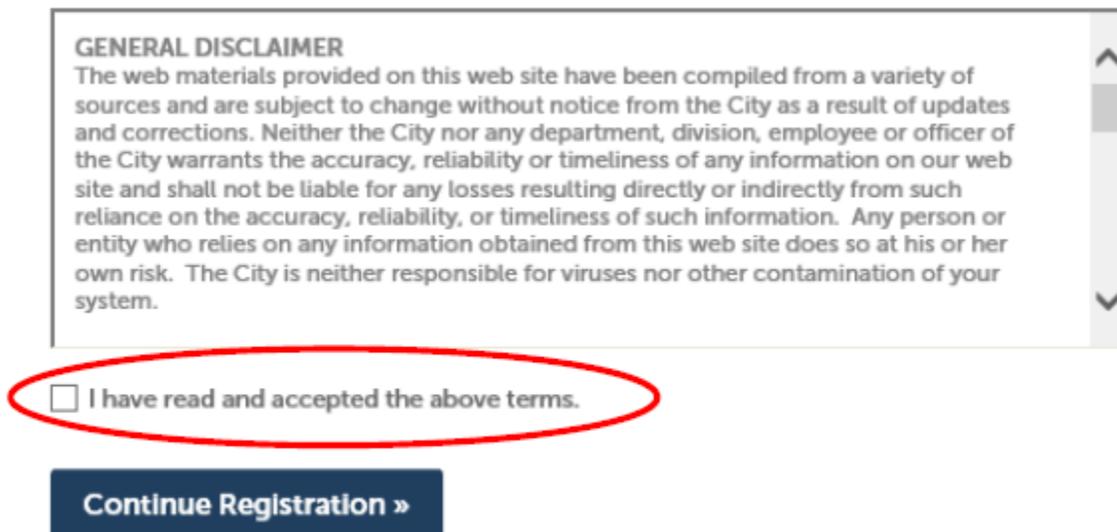
Already registered? Go to the website listed below and scroll down #13

1. Go to www.okc.gov/access (It is highly recommended you use the Chrome or Firefox browser on a PC/laptop. Using an tablet or smart phone may cause issues with your registration and is not recommended.)
2. Click on "Register for an Account"



The screenshot shows a blue login form with the following elements: a 'Login' header, a 'User Name or E-mail:' label with a text input field, a 'Password:' label with a text input field, a 'Login »' button, a checkbox labeled 'Remember me on this computer', a link 'I've forgotten my password', and a link 'New Users Register for an Account' which is circled in red.

3. Click "I have read and accepted the above terms" box after you have read the General Disclaimer. Then click "Continue Registration"



The screenshot shows a 'GENERAL DISCLAIMER' section with a scroll bar on the right. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' which is circled in red. Below the checkbox is a dark blue button labeled 'Continue Registration »'.

4. Scroll to the bottom of the page, click the drop down for “License Type” and choose “LICENSE HOLDER”. In the “License Number” box, type “LICENSE HOLDER”. Then click “FIND LICENSE”

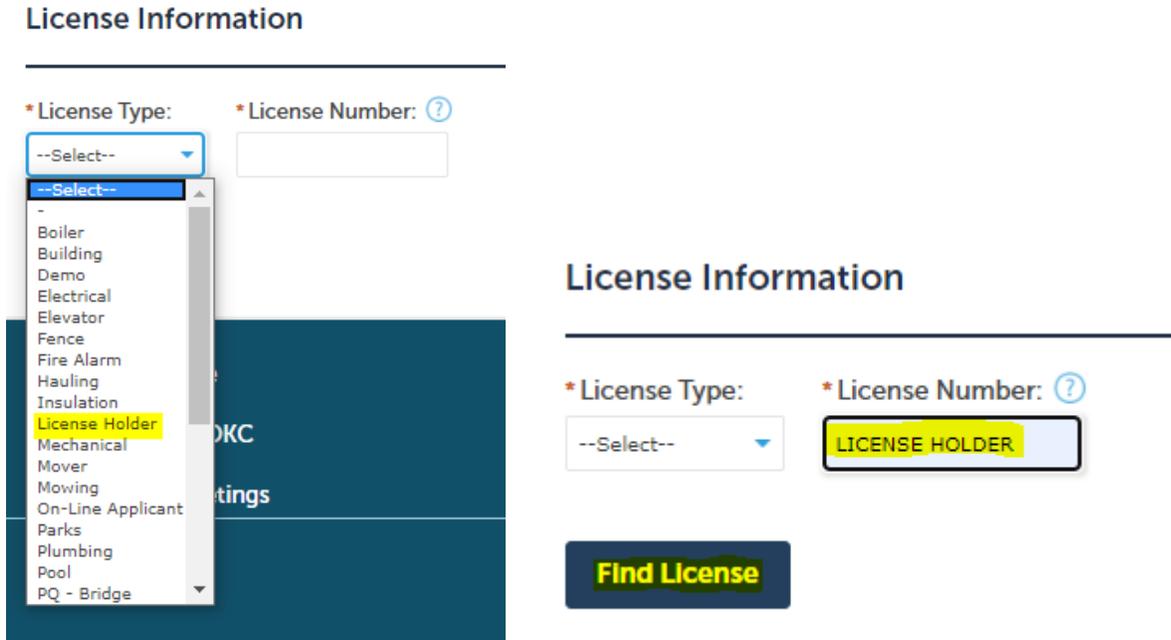
License Information

* License Type: * License Number:

License Information

* License Type: * License Number:

Find License



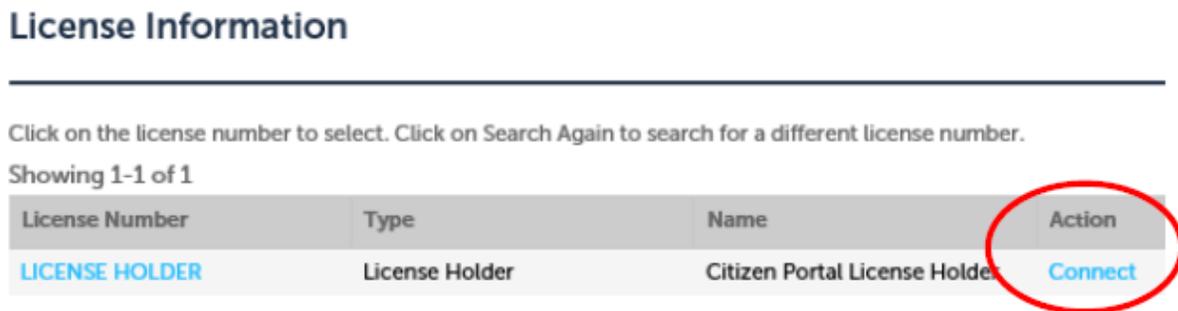
5. In the gray box under the “Action” header, click the blue “CONNECT”. If you cannot see the info in the gray box, make your font size smaller or try a different browser such as Chrome or Firefox. After clicking “CONNECT”, a box will pop up and ask “Do you want to associate this license to your account”. Click OK.

License Information

Click on the license number to select. Click on Search Again to search for a different license number.

Showing 1-1 of 1

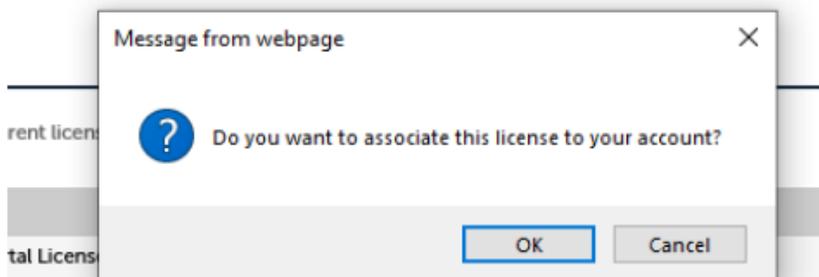
License Number	Type	Name	Action
LICENSE HOLDER	License Holder	Citizen Portal License Holder	Connect



Message from webpage

Do you want to associate this license to your account?

OK Cancel



6. Click on "Continue Registration" on the new screen that appears.

Confirm License

If the information is incorrect, click the "Remove" button
License Look-up Results

License

Citizen Portal License Holder

OKLAHOMA CITY OK

Tel:

Fax:

Once you locate the correct license, click the "Add to List" button.

Once you have added all licenses to your list, click the "Continue Registration" button.

Continue Registration »

(I am done adding licenses.)

7. On the next screen, you will enter in all your information and click on "Add New Contact Information" and a pop-up window will appear.

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Select Add New Contact Information to enter contact information for this registration.

Select from Licensed Professionals

Add New Contact Information

Continue Registration »

8. Enter the information and in the “Documents to be:” field, choose “EMAILED” and click “Continue”

Contact Information

*First: *Last: *Name of Business:

*Address Line 1: *City: *State: *Zip:

Phone: Work Phone: Phone 2:

*E-mail:

Documents to be:

--Select--
Emailed
Mailed

Documents to be:

Continue **Clear** [Discard Changes](#)

9. A pop-up will appear stating “The information you entered is not found. Click Continue to create a new account. Click cancel to change the information”

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue **Cancel**

10. After clicking “Continue” in the previous step, the contact information you entered will appear along with a message “Contact added successfully”. Review and then click “Continue Registration”

Contact Information

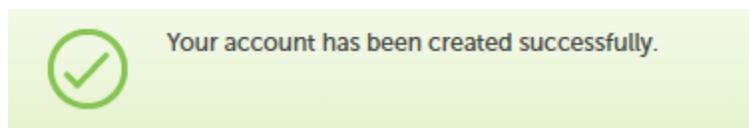
Select Add New Contact Information to enter contact information for this registration.

✔ Contact added successfully.

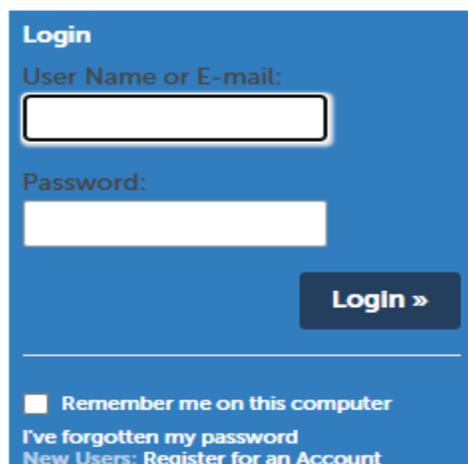
JOHN DOE
JOHN DOE, LLC
john@johndoe.com
Home phone:405-555-1212
Mobile Phone:800-555-1212
Work Phone: 405-599-1234
Fax:
[Edit](#) [Remove](#)

Continue Registration »

11. The next screen should show a message in green: “Your account has been created successfully”. If you are a contractor, you will have to wait for the City to approve your registration before you can continue.



12. You should get an email confirming your registration. Please wait 45-60 minutes before logging in with the user name and password you created.

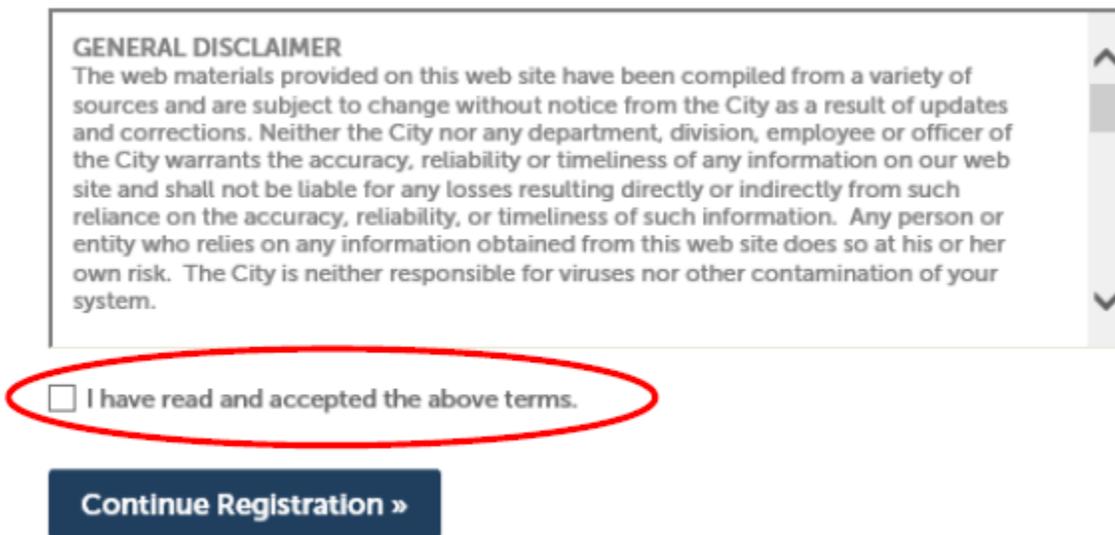
A blue login form with the following elements:

- Login** header
- User Name or E-mail:
- Password:
- Login »** button
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

13. Once logged in, click on "LICENSES" and then "Apply for a License" in the blue bar directly below.



14. Read through the General Disclaimer and place a check next to "I have read and accepted the above terms."



15. Choose the appropriate license type and click on "Continue Application" (If you do not see your specific license type, please call 405.297.2606 for assistance).

