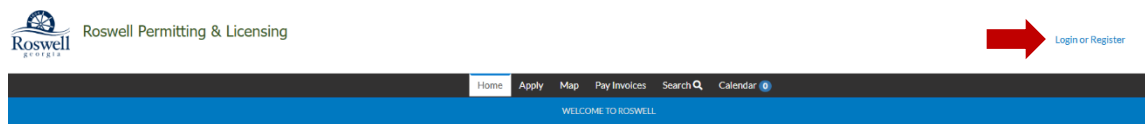


Creating an Account

The City of Roswell Permitting & Licensing HUB is your one-stop shop to submit, track, pay, schedule and receive permits, inspections, variance requests, and business licenses.

Non-residents may already have a functional account. If you have logged in to any of the Tyler Technologies applications used by many surrounding cities and counties, that account will allow you to access the City of Roswell Permitting & Licensing HUB. Some popular Tyler Technology software applications include Energov and Munis.

1. Go to the Permitting & Licensing HUB home page.
2. Click the Login or Register link in the top right corner of the page.



3. Click the **Create an account** button.

4. Enter your email address and other registration information, then click then Sign up.



Create an account

Email

 This field cannot be left blank

First name

Last name

Mobile phone

Optional

Password

Password requirements:

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

Sign up

[Already have an account?](#)

5. The system will send an authentication code to your email. Enter the code on the portal screen and click Verify.



 demopert2@gmail.com

Verify with your email

 Haven't received an email?
Send again

We sent an email to d***2@gmail.com. Enter the verification code in the text box.


Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

6. Choose your method for multifactor authentication. The most common choice Phone.



demopermit2@gmail.com

Set up security methods

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](#)

7. If this is your choice, select set up, enter your phone number on the screen and click the Receive a code via SMS button.


demopermit2@gmail.com

Set up phone authentication

Enter your phone number to receive a verification code via SMS.

Country/region
United States

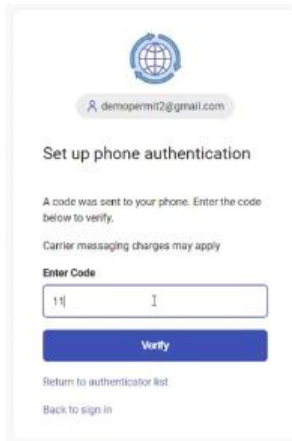
Phone number
+1

[Receive a code via SMS](#)

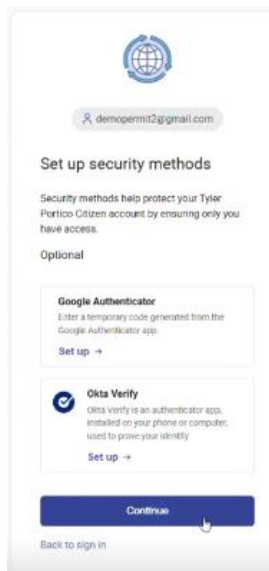
[Return to authenticator list](#)

[Back to sign in](#)

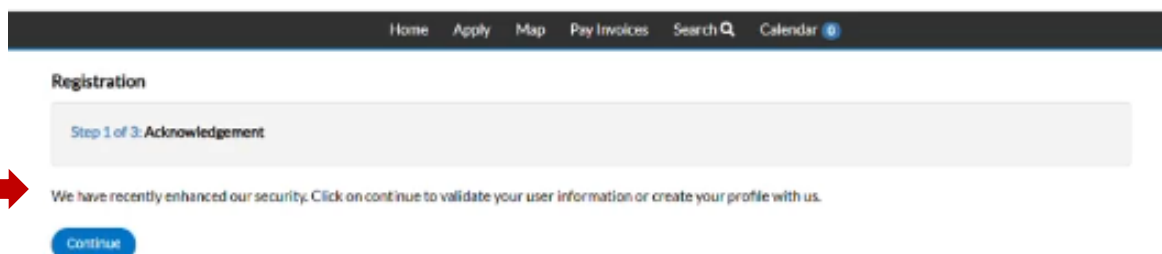
8. You will receive an authentication code in a text message on the phone number you entered. Enter the authentication number.



9. You will be returned to the authentication page. Click continue



10. You will now be able to log in to the system. Step 1 is a short acknowledgement. Click Continue.



11. Select a contact preference. Email is the recommended contact preference type.

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

[Back](#) [Next](#)

12. Finally, add your address and click Submit.

Registration

Step 3 of 3: Address

*REQUIRED

* Address

City

State

Postal Code

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

13. Congratulations! You are now successfully registered with the City of Roswell.