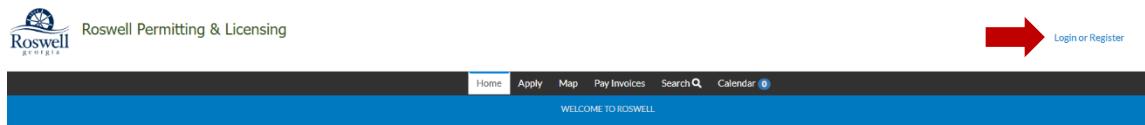


Creating an Account

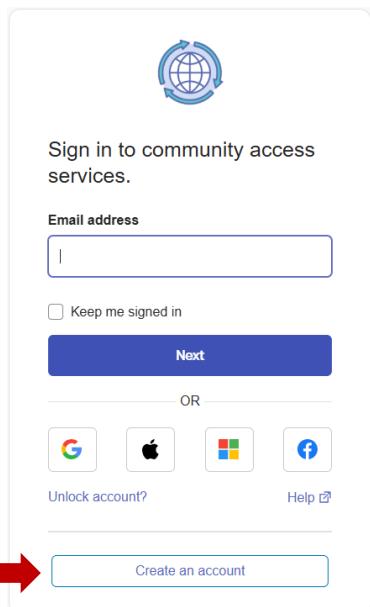
The City of Roswell Permitting & Licensing HUB is your one-stop shop to submit, track, pay, schedule and receive permits, inspections, variance requests, and business licenses.

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.

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.

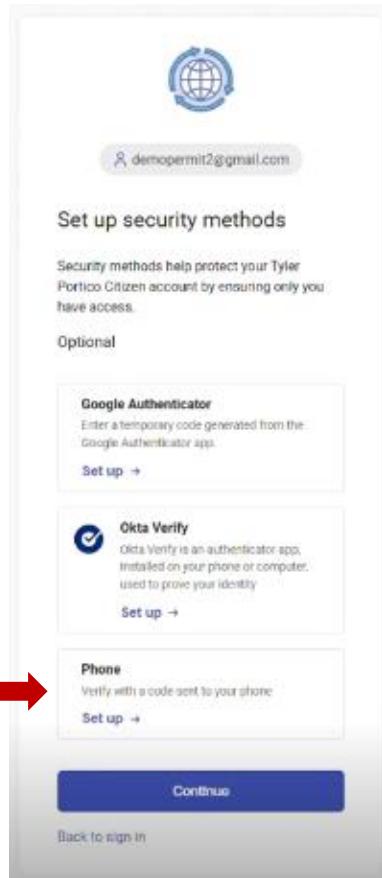
Enter Code

Verify

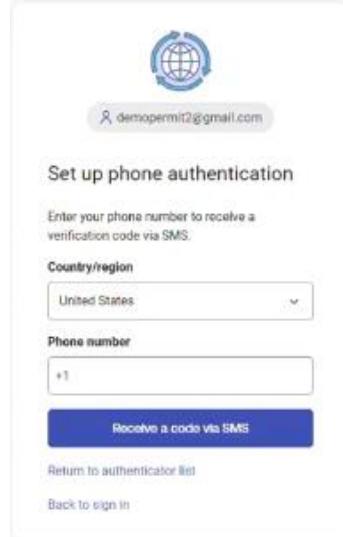
[Return to authenticator list](#)

[Back to sign in](#)

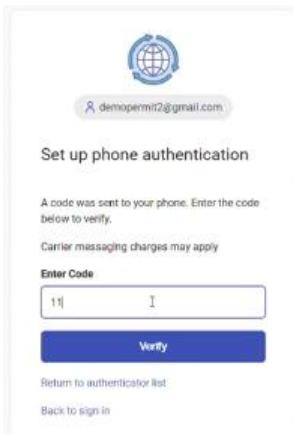
6. Choose your method for multifactor authentication. The most common choice Phone.



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.



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



Set up phone authentication

A code was sent to your phone. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

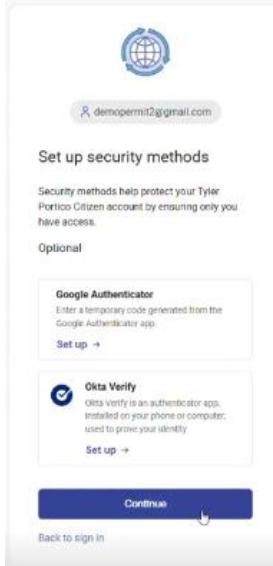
1111

Verify

[Return to authenticator list](#)

[Back to sign in](#)

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



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 →](#)

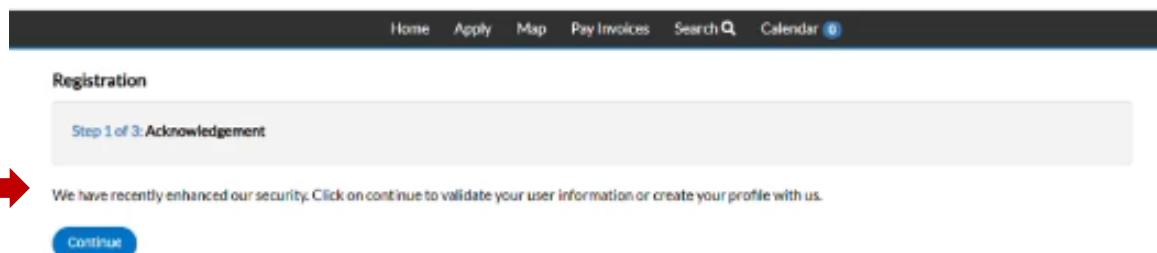
Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

[Set up →](#)

Continue

[Back to sign in](#)

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



Home Apply Map Pay Invoices Search Calendar 6

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

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

Registration

Step 2 of 3: Personal Info

First Name	Demet	REQUIRED
Middle Name		
Last Name	Account	
Company		
* Contact Preference	Email	
* Email Address	demopenet0@gmail.com	
Additional Contact Information		
Business Phone	(123) 456-7890	
Home Phone		
Mobile Phone		

Back Next

12. Finally, add your address and click Submit.

Registration

Step 3 of 3: Address

* Address		REQUIRED
City		
State		
Postal Code		

Back Submit

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