



Village of Addison

Community Development Department

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HOW TO REGISTER FOR A PORTAL ACCOUNT

1. Access the Village of Addison Web Portal: <https://aglc.addison-il.org/CityViewPortal/>
2. Click the blue Register link next to Sign In.
3. Type in the Email Address you would like to use (this will be your Login ID).
4. Confirm your Email Address by retyping it in the next box.
5. Select and type in a Password (minimum of 8 characters).
6. Confirm your Password by retyping it in the next box.
7. Click Next Step.
8. Click NO on the Contact Information Page: Would you like to associate your account with an existing Business License.
9. New Contact Information Page: Type in your Full Name- First and Last Name required
10. Select **Email** on the Preferred Contact Method Dropdown.
11. Under Address you will need to provide **your** address for the Portal Account (not necessarily the address for applications you will be submitting)-
 1. If you live in Addison:
 1. Use Search for Address.
 2. The options will filter as you type. Select your address once it populates
 3. Check mark the Copy from Address Above under mailing address.
 2. If you **do not** live in Addison:
 1. Skip Search for Address.
 2. Type in your address information under the Mailing Address heading, filling in Street Address, City, State and Zip.
12. Under Contact Numbers
 1. Provide at least one phone number, designated as Primary. Type in numbers only. **Do not** type in special characters like parentheses or dashes.
 2. Other phone numbers can be provided with different designations, but are not required. A new box will automatically populate as you provide phone numbers. You do not need to keep providing phone numbers here. Only 1 is required.
 3. The red note "***Please note: as least one contact number is required.**" is static text. This note will always be there and **is not** an error message.
13. Click Next Step
14. Under Registering Electronic Signature, draw in your signature within the box provided.
 1. A signature is required for Permit Condition Approval and Rental License Compliance.
 2. If a signature is not provided at the time you register for your portal account, application approvals may be delayed.
15. Click Next Step
16. Registration Complete & Pending Activation
 1. Your new account was created successfully and is pending activation.
 2. A confirmation email has been sent to the email address you have provided.
 3. Please allow up to 30 minutes for the email to arrive. If you do not receive an email, check your spam/junk mail.
 4. Click on the hyperlink contained in the email to activate your account. You will be directed to the Portal to sign in.
 5. Once your account has been activated, your username is the same as the email address you supplied.
 6. If you want to change any of your contact information (**except for the email address**), change your password or update your signature, after you have signed in:
 1. Click on My Account.
 2. Click on My Profile to change contact information.
 3. Click on Change My Password to change your password.
 4. Click on Update My Account's Electronic Signature to update your signature.
 7. If you want to change your email address, you will need to Register for a New Portal Account by following these instructions.