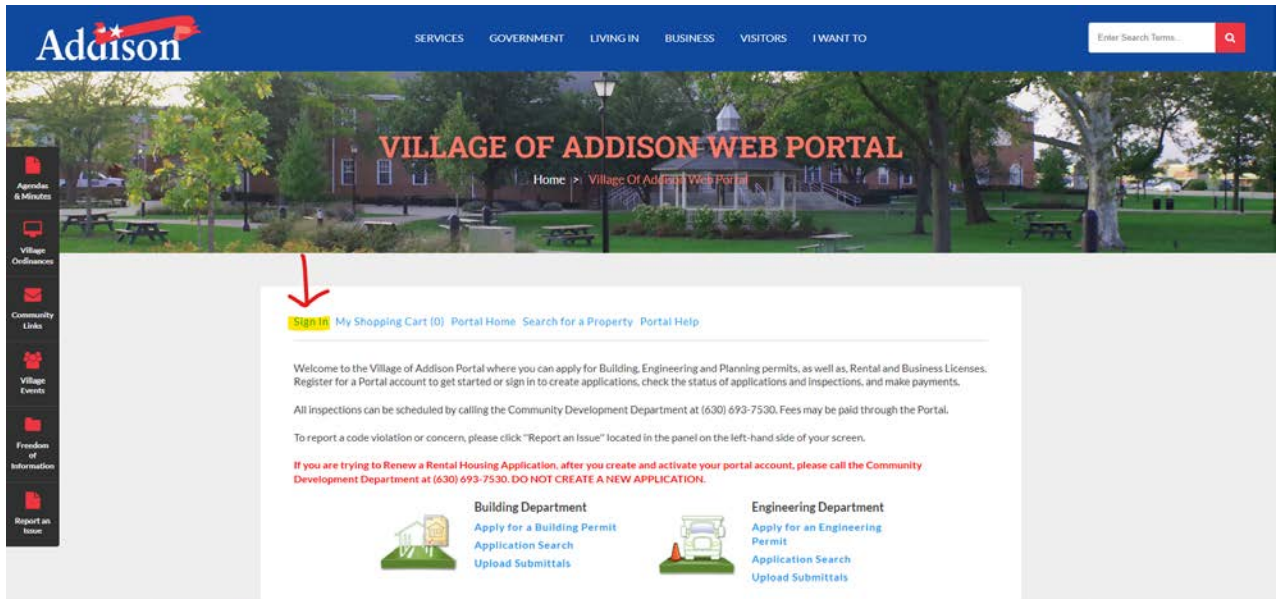


How to Create and Activate a Portal Account

1. Navigate to the following URL: <https://aglc.addison-il.org/CityViewPortal/>
2. Click on “Sign In”



3. Scroll down towards the bottom of the page and locate the heading “Register a New Account”

[Sign In](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Welcome to the Village of Addison Web Portal

With an account you will be able to do more with the Village of Addison Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

[Sign In](#) ☺

Email Address:*

Password:*

[Forgot your password?](#)

[LOGIN](#)

[Register a New Account](#) ☺

If you do not have an account, please click on [Register](#) to create one.

4. Click on "Register"

[Sign In](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Welcome to the Village of Addison Web Portal

With an account you will be able to do more with the Village of Addison Web Portal. This includes faster entry of information, and access to options not available to anonymous users.

Sign In ☺

Email Address:*

Password:*

[Forgot your password?](#)

LOGIN

Register a New Account ☺



If you do not have an account, please click on [Register](#) to create one.

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5. On the screen, fill out all 4 fields, completely

- a. The email address you enter in this field will be the email address you need in order to log into the Portal. Also, this email address is the email address we will send ALL notification emails to.

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

1 Create Account 2 Contact Information 3 Enter Electronic Signature 4 Registration Complete

Welcome to the Village of Addison Web Portal Registration

Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

1. **Email Address (this is your Login ID):***

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.

2. **Confirm Email Address***

Please re-enter your valid email address.

3. **Password (min. 8 characters):***

4.

Confirm Password*

CANCEL NEXT STEP: CONTACT INFORMATION

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6. Next, click the Button “NEXT STEP: CONTACT INFORMATION”

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



Welcome to the Village of Addison Web Portal Registration

Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)*

building@addison-il.org

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account.

Confirm Email Address*

building@addison-il.org

Please re-enter your valid email address.

Password (min. 8 characters)*

••••••••

Confirm Password*

••••••••

CANCEL **NEXT STEP: CONTACT INFORMATION**

7. If you do NOT have a business license in the Village of Addison and/or you are creating your account for your personal home/property/rental property, click on “No”
 - a. If you want to link you information to an Active Business License, you may click “Yes”, but you do not have to

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



Contact Information

Would you like to associate your account with an existing Business license?

YES

NO

PREVIOUS STEP: CREATE ACCOUNT

8. On the screen, fill out all the mandatory fields
 - a. Mandatory fields are marked with an asterisk (*)
 - i. Full Name Field: this is the name that will appear on all documents for your permits and/or applications
 - ii. Preferred Contact Method: we prefer that you select email, but you do not have to
 - iii. Address field: this is the address you would like all letters to be mailed to
 1. Select your address from the drop down, if prompted
 - iv. Mailing Address: if you want the address above to appear in the mailing address, click within the blank box under the words "Copy from Address Above:"
 1. Otherwise you may type in whichever mailing address you prefer
 - v. Contact numbers: please provide a phone number we can reach you at. You may add more than one.

1 Create Account 2 Contact Information 3 Enter Contact Information 4 Enter Electronic Signature 5 Registration Complete

New Contact Information

Required information is indicated with an asterisk (*).

Full Name: *

Building Permits

Preferred Contact Method: *

Email

Address ☺

Search for address

1 FRIENDSHIP PLZ, ADDISON, IL 60101

Enter all or part of a street address above and then click the go button. We will search existing locations within the jurisdiction.

Mailing Address ☺

Copy from Address Above:

Street Address: *

1 FRIENDSHIP PLZ

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip: *

ADDISON ILLINOIS 60101

Contact Numbers ☺

Contact Number(s):


Type*	Contact Number*	Ext.
Primary	6306937530	<input type="text"/>
Cell	6301234567	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Please note: at least one contact number is required.

PREVIOUS STEP: CONTACT INFORMATION
NEXT STEP: ENTER ELECTRONIC SIGNATURE

9. Next, click the Button “NEXT STEP: ENTER ELECTRONIC SIGNATURE”

PREVIOUS STEP: CONTACT INFORMATION NEXT STEP: ENTER ELECTRONIC SIGNATURE

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10. Within the box on the screen, you must draw your signature
- If you do not provide an electronic signature at this step, you can enter one at any time after your Portal account is activated
 - Once your Portal account is registered, you may log in at any time to add/update your electronic signature by clicking on “My Account” and then clicking on “Update Account Electronic Signature.” Your stored electronic signature will be used to sign the application acknowledgment form.
 - You must have an electronic signature attached to your Portal account in order to submit ANY applications
 - If you make a mistake, you may click “UNDO” or “CLEAR” to remove the signature

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)



Registering Electronic Signature


It is highly recommended that you provide an electronic signature at this time. If you do not provide an electronic signature, you will NOT be able to submit any new applications. Once your Portal account is registered, you may log in at any time to add/update your electronic signature by clicking on “My Account” and then clicking on “Update Account Electronic Signature.” Your stored electronic signature will be used to sign the application acknowledgment form.



UNDO

CLEAR

PREVIOUS STEP: ENTER CONTACT INFORMATION NEXT STEP: REGISTRATION COMPLETE

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11. Next, click the Button “NEXT STEP: REGISTRATION COMPLETE”

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

1 Create Account 2 Contact Information 3 Enter Contact Information 4 Enter Electronic Signature 5 Registration Complete

Registering Electronic Signature

It is highly recommended that you provide an electronic signature at this time. If you do not provide an electronic signature, you will NOT be able to submit any new applications. Once your Portal account is registered, you may log in at any time to add/update your electronic signature by clicking on “My Account” and then clicking on “Update Account Electronic Signature.” Your stored electronic signature will be used to sign the application acknowledgment form.



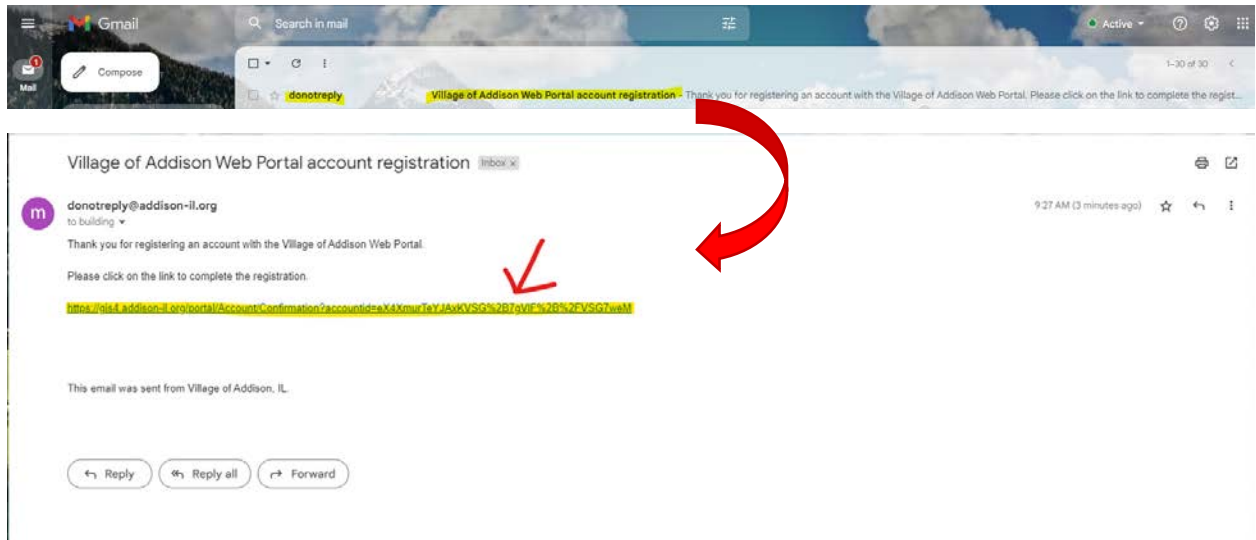
UNDO CLEAR

PREVIOUS STEP: ENTER CONTACT INFORMATION **NEXT STEP: REGISTRATION COMPLETE**

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12. Next, the screen should say that your new account was created successfully

13. Within 30 minutes, you should receive an email with a hyperlink that **MUST** be clicked on in order to activate your Portal Account and Complete Registration



Gmail interface showing an email from donotreply@addison-il.org titled "Village of Addison Web Portal account registration". The email content includes a thank you message and a link to complete the registration: <https://oia4.addison-il.org/portal/AccountConfirmation?accountid=K4XmUrTeYJ4skVSG%2B7gVf%2B%2FVSGTwaM>. The email was sent from Village of Addison, IL.

- a. If you do not see the email in your Inbox, please check your spam and/or trash folder
 - b. If after 30 minutes you do not receive the activation email, please call the Community Development Department at (630) 693-7530
14. Once you click on the link in the email, the system will launch the “activation page”
15. On the activation page, enter your email address and password

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Village of Addison Web Portal Account Activation

Account Name and Password ☺

In order to activate your account, enter the email address and password you provided when you created the account.

Email Address:*

building@addison-il.org

Password:*

••••••••••

ACTIVATE

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16. Next, click the Button “ACTIVATE”

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Village of Addison Web Portal Account Activation

Account Name and Password ☺

In order to activate your account, enter the email address and password you provided when you created the account.

Email Address:*

building@addison-il.org

Password:*

••••••••••

 ACTIVATE

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17. You should see the following screen. Click on "Portal Home" to navigate back to the home page

Welcome Building Department
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

Your account has been successfully activated

Thank you for activating your account.

To access the Village of Addison Web Portal, you may proceed to [Portal Home](#)

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18. You may now apply for any applications by clicking on the appropriate link
- You will know you are logged into the Portal because you will see the name you provided after the word "Welcome"
 - Rental Housing Applications will be available on the Portal on March 15, 2023

Welcome Building Department
[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Portal Help](#)

The Village's new web portal is now online. Apply for permits, check the status of applications and inspections, check on planning applications, and apply for business licenses - all from the comfort of home. No more lineups.
All inspections can be scheduled by calling the Community Development Department at (630) 693-7530.
The CityView Portal is the first step in the Village's plan to improve its service offerings for citizens.

	Building Department Apply for a Building Permit Application Search Upload Submittals		Engineering Department Apply for an Engineering Permit Application Search Upload Submittals
	Planning Department Apply for a Planning Permit Application Search Upload Submittals		Licensing Department Apply for a License License Search Upload Submittals

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Please call the Community Development Department for any questions or issues: (630) 693-7530