

How to Register for the Online Permit Center

1. Go to the Online Permit Center. Bookmark this page or create a shortcut on your desktop to make it easy to come back to later.
2. In the top right corner of the page, click **Sign Up**. This will open the three step account registration wizard.

Account

- a. Enter your **Email Address**. **Note: This email address must be valid. It will be stored as your contact email address in SmartGov. Once registration is completed, a verification email will be sent to the address provided.*
- b. Enter a **Password** of at least 8 characters and then enter the same password in the **Confirm Password** field.
- c. Enter an **Access Code**, if applicable, to associate the new portal account with any permits you have already applied for. **Note: If you do not have an access code, skip this step or contact your jurisdiction for more information.*
- d. Click **Next**.

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Account Sign Up

Email Address: Valid Email Address

Password: Minimum 8 characters

Confirm Password: Re-enter password

Access Code ⓘ [How to join an existing account](#)

If you have an access code, enter it here (optional)

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

Contact

- e. Enter all required contact information, such as **First Name, Last Name, Address, and Phone #**. **Note: Required fields are indicated with an asterisk (*).*
- f. Once all necessary fields have been completed, click **Next**.

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Your Contact Information

First Name:* Dude

Last Name:* Citizen

Display Name:* Citizen, Dude

Address:* 11000 Regency Parkway

City:* Cary

State:* NC

Zip Code:* 27518 e.g. 12345 or 12345-6789

Phone #:* (555) 555-1234 e.g. (555) 555-5555

Phone Type:* CELL

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Review

- g. Verify that all information you have provided is correct.
- h. If changes need to be made, click **Edit** next to that section of the account application. This will bring you back to the step that you want to edit and will walk you through the rest of the wizard again.
- i. Click **Terms and Conditions** to view the terms of use provided by your jurisdiction in a new tab.
- j. Once you have reviewed the terms and conditions, check the box at the bottom of the page to agree to these terms.
- k. Click **Create my Account** once all information has been reviewed and changes have been made. **Note: This will trigger the verification email to be sent to the*

email address you have provided. If you do not receive an email shortly after creating your account, please check your spam or junk folders. You must verify your registration before logging into the portal.

1 Account

2 Contact

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Review the information below

Account [edit](#)

dudesolutions@dude.com

Contact [edit](#)

Dude Solutions
11000 Regency Parkway
Cary, NC 27518
P: 555-555-1234

I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT