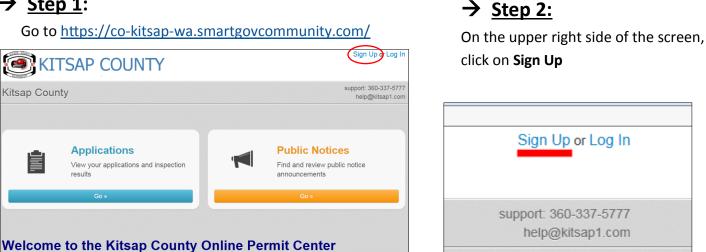


# How to Create an Account in the Kitsap County Online Permit Center

### $\rightarrow$ Step 1:



## $\rightarrow$ Step 3:

On the Account Sign Up page, fill in a valid email address and password.

If you already applied for a permit and have an Access Code, enter it in the box. If you do not have a code for your permit, or you are going to apply for a new permit, skip this step.

Click on the blue button that says Next when ready.

KITSAP COUNTY		
1 Account	2 Contact	3 Review
Account Sign Up	)	
Email Address:		/alid Email Address
Password:*	h	Minumum 8 characters
Confirm Password:	F F	Re-enter password
Access Code		
Code:	The access code will help associate your new acc applied for. Don't have one? Skip this step.	count with any permits you may already have

### $\rightarrow$ Step 4:

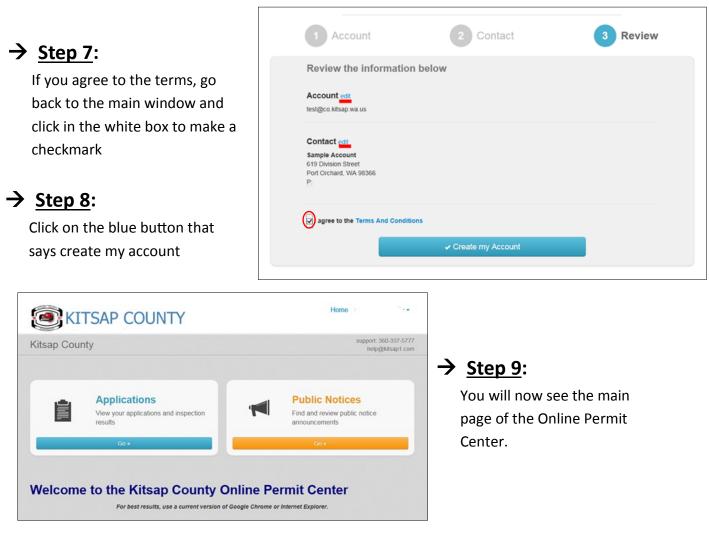
On the Contact Page, fill out your contact information. This is associated to your permit and how we contact you if there is an issue. Click the blue Next button when you are finished.

### $\rightarrow$ Step 5:

On the Review Page, look over your Account Information and Contact information. If you need to correct anything click on Edit to make changes.

### $\rightarrow$ Step 6:

Click on the blue Terms and Conditions wording to read them in a new window.



#### $\rightarrow$ Step 10:

At the top of your screen, you should see a notice that you need to verify your email address:

#### $\rightarrow$ <u>Step 11</u>:

Check your email account. You will see an email from <u>noreply@smartgovcommunity.com</u>, which has a blue button with the word Verify on it. Click on the button to verify your account.

#### $\rightarrow$ <u>Step 12</u>:

On the Home page, click on the blue Go button for Applications. Your screen should look like this:

#### Any Issues?

Please call us on our main line at: 360.337.5777 or email us <u>help@kitsap1.com</u>

