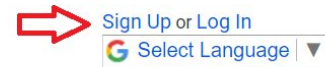


An account is required to apply for permits online. The online user will be able to track applications, view and upload files, pay for permits, and request inspections.

Sign Up – Main Page

1. Click **Sign Up** in the upper right corner of the online permit portal.

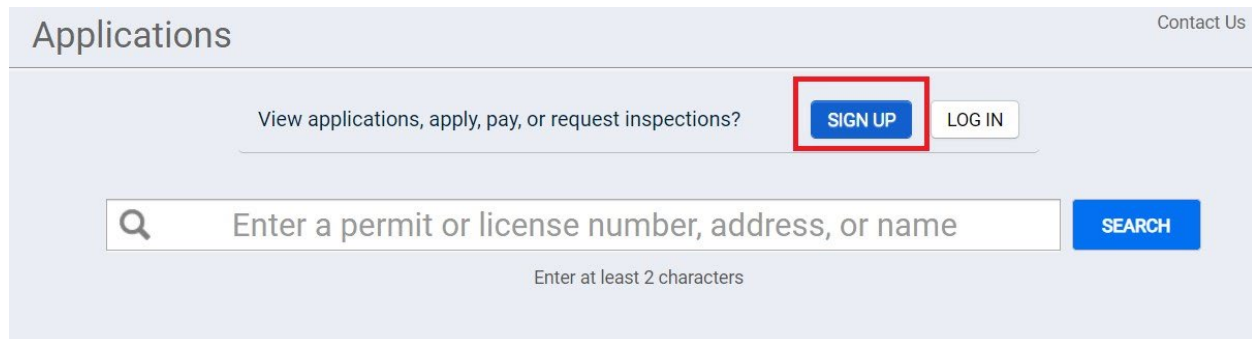


City of Lynnwood, WA

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Permits@LynnwoodWA.gov

Sign Up – Applications Page

1. Click **Sign Up** from the applications page.



Account Creation Step 1

Enter the required fields with your information to create your account.

1. **Email Address** – enter a valid email address (you will be required to verify the email address to confirm your user account)
2. **Password** – create a password (passwords must be a minimum of 8 characters)
3. **Confirm Password** – re-enter the same password
4. Access code can be skipped unless you have been provided a code previously
5. Click **Next**



1 Account 2 Contact 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

For access to another permit please contact your developer or contractor.

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.**

Account Creation Step 2- Contact Information

Enter the required information.

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Phone
- Phone Type
- Click **Next**

1 Account 2 Contact 3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

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

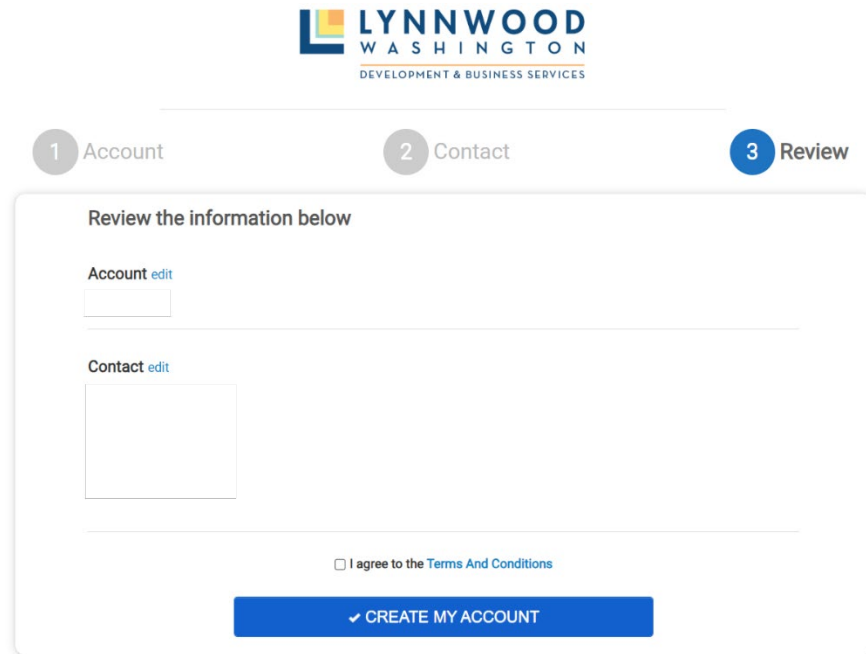
Phone #: * e.g. (555) 555-5555

Phone Type: *



Account Creation Step 3- Review

1. Review your information. Edit the account or contact information if needed.
2. Click the “I agree to Terms And Conditions”
3. Click the “Create My Account” button



Account Creation Step 4- Verify

A verification email will be sent to the email address used during account setup. A message is displayed on the screen allowing the user to resend the email, update the email address or verify. Once verified the user will login into the portal to view private information. You may need to check your junk email.



CITY OF LYNNWOOD, WA online account verification

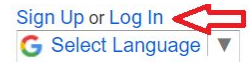
Your account has been created for the portal. Please click on the link below to verify your account.

Verify

Account Creation Step 5- Log In

Once an account has been created, login with your email address and password to see the private dashboard.

1. Click **Log In** in the upper right corner



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2. Enter **Email Address**
3. Enter **Password**
4. Click **Log In**



[Forgot your password?](#)

Don't have an account? [Sign Up!](#)