

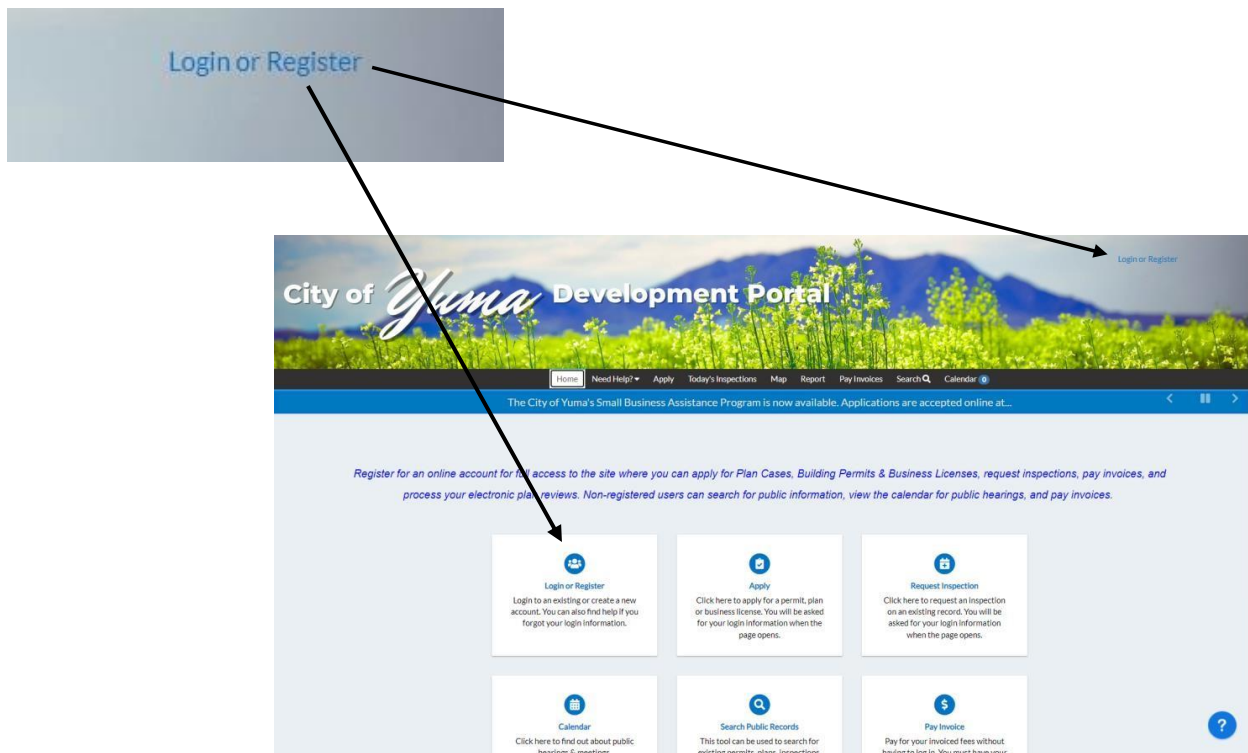


Guide to Creating Your Account

The City's Development Portal, will allow customers to submit for building permits, planning applications and business licenses without having to visit City Hall in-person. In this guide, we will explain how to create your account so you can begin submitting your electronic applications.

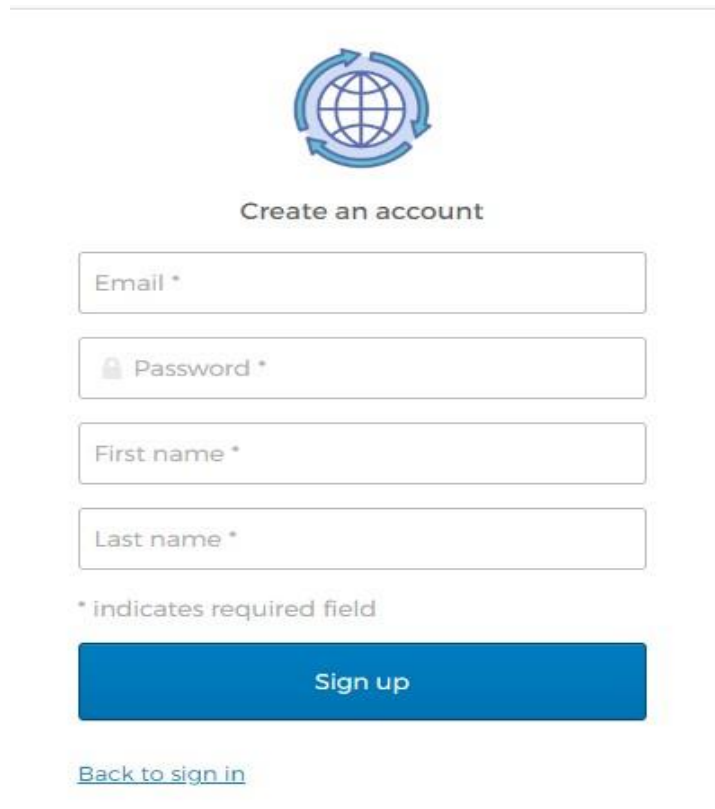
1. Navigate to the Development Portal home page (URL below) and click the Login or Register link in the top right corner of the screen or through the tile on the main page:


<https://yumaaz-energovweb.tylerhost.net/apps/selfservice#/home>




2. Click the Sign-Up link located at the bottom of the screen

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3. In the Create and Account window, provide your e-mail address, password, first, and last name, then click the Sign up button




Create an account

Email *

 Password *

First name *

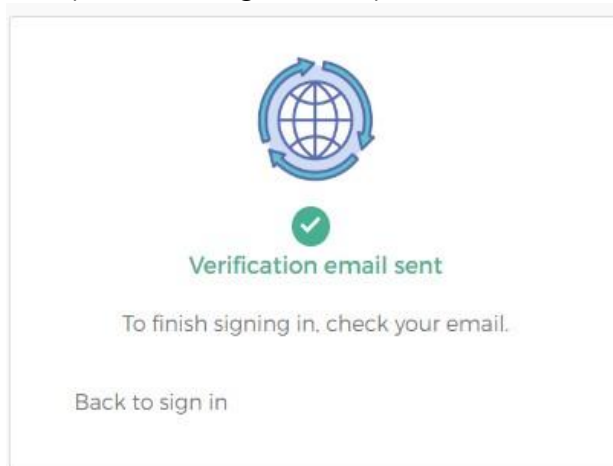
Last name *

* indicates required field

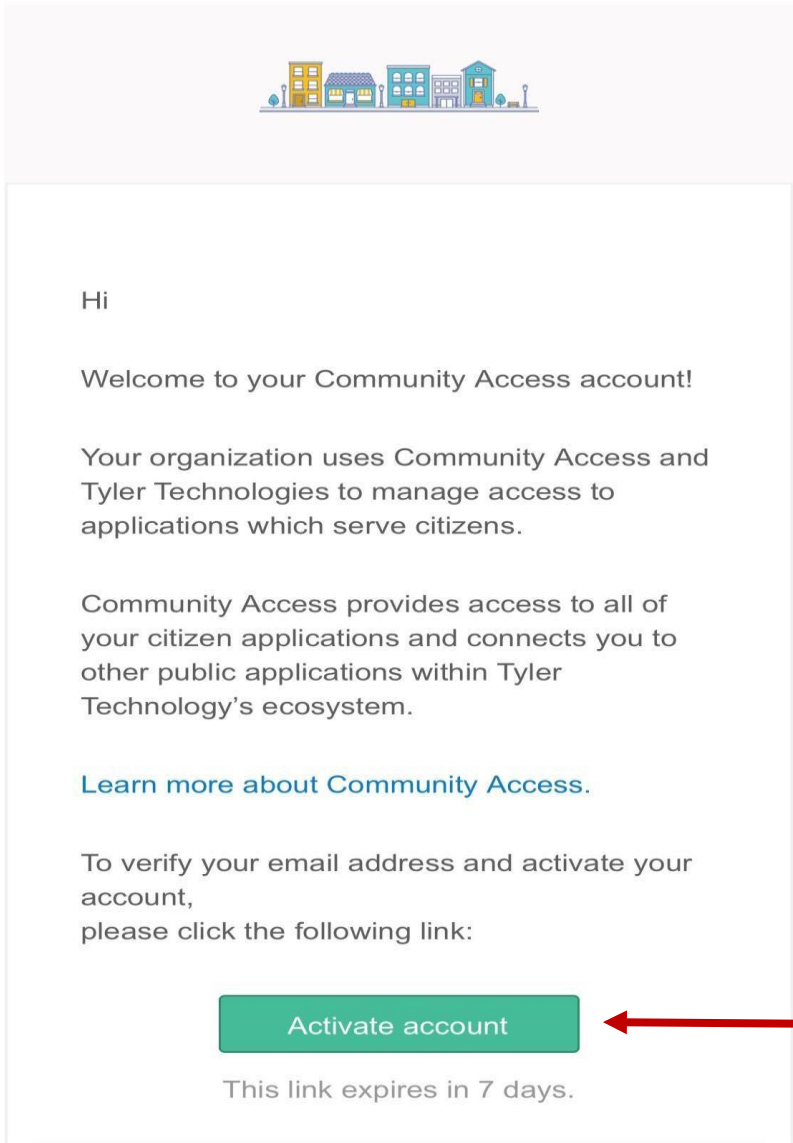
Sign up

[Back to sign in](#)

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4. The following screen will be displayed, informing you to visit your e-mail and confirm in order to complete the registration process



5. In the e-mail received, click the button Activate Account



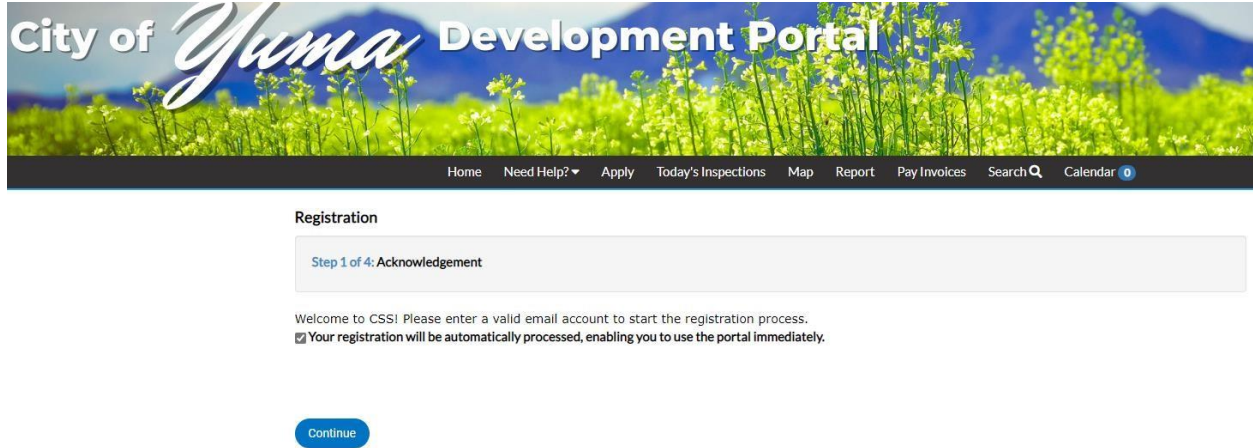
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6. Your browser should redirect you back to the City's login page. Provide your e-mail address and password in the appropriate fields
- a. OPTIONAL – Clicking the Remember Me check box will cache your e-mail address for the next time you visit our site

7. Click Sign in

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8. NOTE: After logging in, if a User Profile screen in the TylerPortico site is displayed, close this screen, and navigate to the City's Development Portal home page using the URL below and login again:
- <https://yumaaz-energovweb.tylerhost.net/apps/selfservice#/home>

- a. Alternatively, you will receive an e-mail upon creating your account. Use the link in this e-mail after closing the TylerPortico window to access the City's Development Portal home page

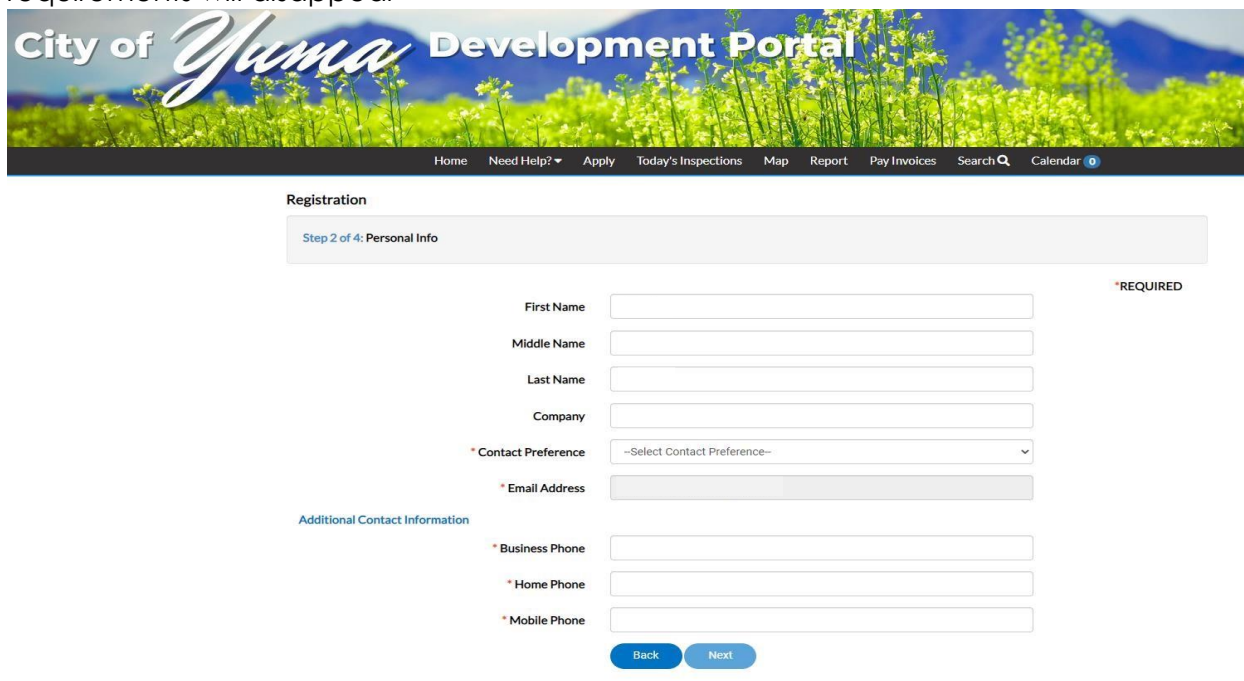
- 9. Upon initial login, you will be required to complete a registration process. Click the check box to acknowledge that you have read the disclaimer and click the Continue button



- 10. Complete Step 2 of the registration process. Provide all information that is required, or additional info you wish City staff to be aware of. Staff will use the information provided to make contact when necessary.

*Your e-mail address cannot be changed

**Even though all 3 phone number fields will appear to required, after filling in one, the other requirements will disappear



11. Click Next

12. Complete Step 3 of the registration process. Provide all information that is required, or additional info you wish City staff to be aware of. Staff will use the information provided to make contact when necessary.

The screenshot shows the 'City of Yuma Development Portal' header with a navigation menu including Home, Need Help?, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. Below the header, the 'Registration' section is titled 'Step 3 of 4: Address'. The form includes a required address field, an optional field for apartment/suite/unit/floor, a City dropdown set to 'Yuma', a State dropdown set to 'AZ', and a Postal Code field set to '85364'. 'Back' and 'Next' buttons are at the bottom.

13. Complete Step 4 of the registration process. Provide electronic signature acknowledging that information provided during the registration process is valid and accurate.

The screenshot shows the 'City of Yuma Development Portal' header with the same navigation menu. The 'Registration' section is titled 'Step 4 of 4: Signature'. It contains a disclaimer: 'By submitting this registration, the registrant agrees that the electronic signature appearing on this registration is valid, enforceable and admissible the same as if handwritten.' Below this is a text input field for the registrant's name. There is a toggle for 'Enable Type Signature' which is currently turned on, followed by a signature box. A large 'X' is visible in the signature box. 'Back' and 'Submit' buttons are at the bottom.

14. Click Submit