

City of Noblesville

Citizen Permit Portal Guide – Creating Your Account

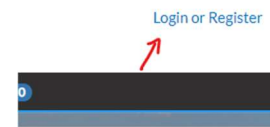
The City's online citizen portal, Civic Access, provides a fully web-enabled platform that allows residents, businesses and contractors to submit applications for various plans and permits electronically. In this guide, we'll explain how to create your account so you can begin submitting your electronic application.

See our [Development Checklists](#) for more clarity on the exact information/materials needed for a plan application.

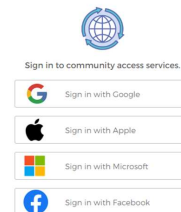
For more permitting information, checklists, and guides, please visit [Applications, Forms, & Fees](#).

1. Navigate to the [Citizen Permit Portal](#) home page (URL below) and click the Login or Register link in the top right of the screen

<https://noblesville.in.gov/applications>



2. OPTIONAL – If you wish to link your City of Noblesville account with one of your existing online providers, select that option at the top and follow the prompts
 - a. To use our system for maintaining access to your account, please continue with this guide



3. Click the Sign-Up link located at the bottom

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

4. In the Create an Account window, provide your email address, password, first, and last name

Create an account

Email *

Password *

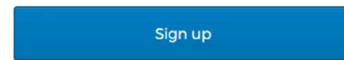
First name *

Last name *

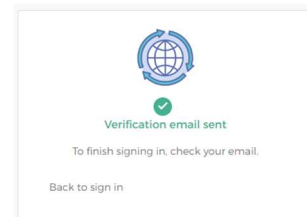
5. If the password you provided does not meet the minimum requirements, a dialog will display below the password field

✓ At least 8 character(s)
❌ At least 1 number(s)
✓ At least 1 lowercase letter(s)
❌ At least 1 uppercase letter(s)
✓ Does not contain part of username

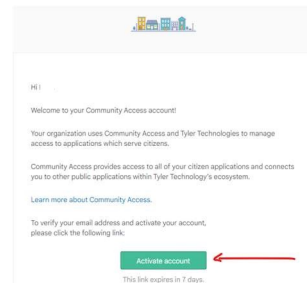
6. When all required fields are filled in and specifications met, click the Sign-Up button



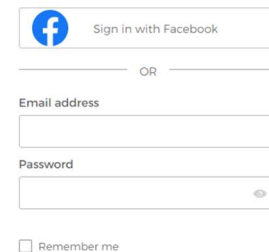
7. The following screen will be displayed informing you to visit your email and confirm to complete your sign in process



8. In the email received, click the button Activate Account



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

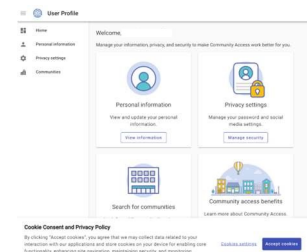
A login form with a "Sign in with Facebook" button at the top. Below it is an "OR" separator. There are input fields for "Email address" and "Password". At the bottom, there is a "Remember me" checkbox.

10. Click Sign In

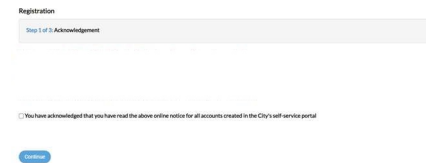


11. **NOTE:** After logging in, if a User Profile screen in the TylerPortico site is displayed, close this screen, and navigate to the city's [Citizen Permit Portal](https://noblesville.in.gov/citizen-permit-portal) (Civic Access) home page using the link above or URL below and login again:

<https://noblesville.in.gov/applications>



12. 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



Registration

Step 1 of 3 Acknowledgment

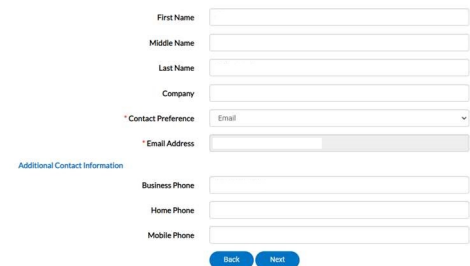
☐ You have acknowledged that you have read the above online notice for all accounts created in the City's self-service portal

Continue

13. Complete step 2 of the registration process. Provide all information that is required or additional info you wish city staff to be aware of.

Your email address cannot be changed

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



First Name

Middle Name

Last Name

Company

* Contact Preference Email

* Email Address

Additional Contact Information

Business Phone

Home Phone

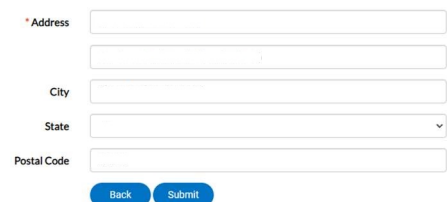
Mobile Phone

Back Next

14. Click Next

15. Complete step 3 of the registration process. Provide all information that is required, or additional info you wish city staff to be aware of.

If you are a city resident, and you are using your personal email address to register, provide your home address. If you are a business, provide your business address



* Address

City

State

Postal Code

Back Submit

16. Click Submit

CONTRACTORS: See our [Building Guides](#) for information regarding required inspections.