

City of Chicago

Web Portal

User Guide [Ver. 2.0]

City of Chicago

6/13/2019

Contents

Logging into Web portal.....	2
Creating account on Web portal	3
Linking To Or Creating New Company on Web portal	7
Linking to My Company on Web Portal – Existing Company	8
Linking to My Company on Web Portal – New Company	9
Leaving a Company on Web Portal	11
Company Administration	11
Updating your Company’s Contact Information	12
Inviting Users.....	13
Accepting User Requests to Join Company	13
Rejecting User Requests to Join Company.....	14
Granting a User Administrative Privileges	14
Revoking a User’s Administrative Privileges	14
Removing a User from the Company	15

Logging into Web portal

Web Address: <https://ipi.cityofchicago.org/profile>

The screenshot shows the City of Chicago's Permit, License and Registration Portal. The header includes the City of Chicago logo and the text "The City of Chicago's Official Site". The main heading is "Manage Your Permits, Licenses & Registrations". Below this is a welcome message: "Welcome to the City of Chicago's Permit, License and Registration Portal. This site can currently be used to manage your CDPH permit applications and renewals. In the future this site will be used by other departments to apply for, renew and manage your permit applications, license applications and other registrations." There are three sections: "Search" with links for "Existing Permit", "Licensed Contractor", and "Vacant Building"; "Open Data" with text "Over 200 datasets presented in easy-to-use formats: City of Chicago Open Data Portal."; and "Instruction" with links for "Permit Application" and "Inspection Process". On the right, there is a "Sign In" form with fields for "Username" and "Password", a "Sign In" button, a "Forgot Password?" link, and a "Create New Account" button. Two callout boxes provide instructions: one pointing to the "Sign In" form stating "If you have an account already enter User name and password." and another pointing to the "Create New Account" button stating "Click create new account to establish a new user account".

City of Chicago The City of Chicago's Official Site

Manage Your Permits, Licenses & Registrations

Welcome to the City of Chicago's Permit, License and Registration Portal. This site can currently be used to manage your CDPH permit applications and renewals. In the future this site will be used by other departments to apply for, renew and manage your permit applications, license applications and other registrations.

Search

- Existing Permit
- Licensed Contractor
- Vacant Building

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

Instruction

- Permit Application
- Inspection Process

Sign In

Username

Password

Sign In

[Forgot Password?](#)

[Create New Account](#)

If you have an account already enter User name and password.

Click create new account to establish a new user account

Creating account on Web portal

Enter your email address

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Home Inspections, Permitting & Licensing

Email Account Verification

In order to create an account, we'll need to confirm your email address.

* Required Information

Account Information

Email Address *

Submit

[Forgot Username/Password?](#)

To establish a new account you need to provide a valid email address and click submit.

Once you submit your email address, you will receive an email with a link from e_permit@cityofchicago.org.

Follow the link in the email you receive

Create New Account

Use the form below to create a new account.

*** Required Information**

Account Information

Email Address

Username/Login *

Security Question *

Security Answer *

Password *

Re-Enter Password *

Contact Information

First Name *

Last Name *

Telephone Number *

Street Address *

Street Address 2

City *

State/Province *

Zip/Postal Code *

Required fields are marked by an asterisk.

Help icon provides any additional information about field to users.

Fill out all required information and click register button at end of page.

Once you've created your account, you will be taken to the login screen below.

 **City of Chicago** The City of Chicago's Official Site Inspections, Permitting & Licensing

Home Search...

Sign In

Account created successfully. Enter your username and password below to sign in.

** Required Information*

Username *

Password *

[Sign In](#)

[Forgot Username/Password?](#)

Enter your user name and password here, and then click the Sign In button.

Once you successfully login, you should see your home page.

The screenshot displays the City of Chicago's official website for Inspections, Permitting & Licensing. The header includes the City of Chicago logo and the text "The City of Chicago's Official Site" and "Inspections, Permitting & Licensing". A search bar is visible in the top right corner.

On the left side, there are two main buttons: "Apply For New" and "Find Existing". Below these are sorting options, including a dropdown menu set to "Later Intake Date". There are also filter sections for "Filter by Type" (with "Permits" selected and a count of 34) and "Filter by Date" (with options for 7 Days, 30 Days, and 90 Days).

The main content area shows a list of permits. The top item is a "CDPH Asbestos/Demolition Permit" for "211 W WACKER DR" with ID "ENVGEN139546" and status "Intake". Below this is a detailed view of the permit, including a "Status" section (Intake), "Recent Activity" table, "Next Steps" (Edit Application), and "Status Messages" (Please upload your State of Illinois Demolition/Renovation/Asbestos Project Form. You must agree to all Legal Agreements. Building Type Information Required).

Below the detailed view, there are two more permit entries in the list, both for "211 W WACKER DR" with IDs "ENVGEN139545" and "ENVGEN139544", both with status "Intake".

Click Apply for new button and select permit to apply for a new item online

Allows users to sort list of items

Clicking on the blue bar allows users to expand each permit to see each item in more detail

Click Find Existing button and enter the number of the existing item

Various filters will allow users to filter the list of items displayed

This page has a number of links. Click on any text in blue on this page to get to details.

Linking To Or Creating New Company on Web portal



Linking to My Company on Web Portal – Existing Company

My Company

Your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.

* Required Information

Company Information

Enter the name of your company

Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.

Company Name	Address	
WEST CHESTER PERMIT LLC (A CONSOLIDATOR)	P O BOX 62293 CINCINNATI OH 45262	Request Enrollment in Company

Type in the name of the Company you wish to be linked to

[Request New Company](#)

Click on Request Enrollment in Company

An email will be sent to cdotsupport@cityofchicago.org

CDOT will review your request to be part of this Company and if appropriate link you to this Company.

Once CDOT has linked you to the Company, a system generated email will be sent to your email confirming that you have been linked to the Company.

Linking to My Company on Web Portal – New Company

If you do not find your Company listed, you will need to Request A New Company be created.

My Company

Your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.

** Required Information*

Company Information

Enter the name of your company

Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.

Company Name	Address	
WEST CHESTER PERMIT LLC (A CONSOLIDATOR)	P O BOX 62293 CINCINNATI OH 45262	Request Enrollment in Company

[Request New Company](#)

Click on Request New Company

An email will be sent to cdotsupport@cityofchicago.org

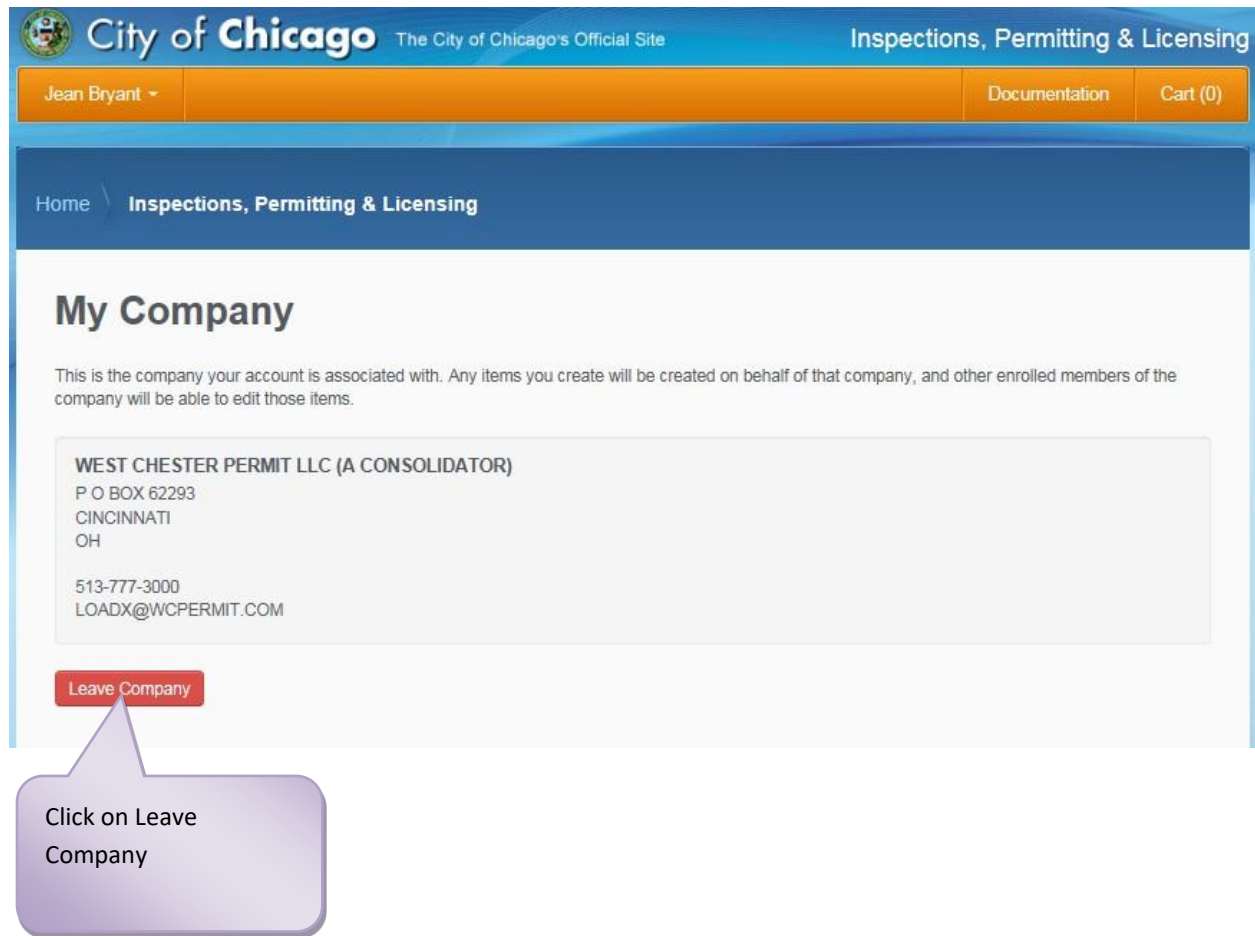
CDOT will review your request for creation of a New Company and if appropriate will create the new Company.

Once CDOT has created the new Company, a system generated email will be sent to your email confirming that the new Company has been created and that you have been linked to the Company.

NOTES:

- The first person to be linked to a Company will be delegated as the Company Administrator. The Company Administrator will be able to approve future requests to be linked to this Company.
- A Company Administrator is able to delegate other future applicants to also be a Company Administrator. A Company Administrator can also remove Administrator Access for other users that are linked to the company.
- The Company you have been linked to holds the Expeditor License which then allows you to apply for permits on behalf of other Companies.
- You will see the permits you apply for on your Dashboard.

Leaving a Company on Web Portal



The screenshot shows the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as Jean Bryant. The page title is "My Company". Below the title, there is a description: "This is the company your account is associated with. Any items you create will be created on behalf of that company, and other enrolled members of the company will be able to edit those items." The company information is displayed in a box:

WEST CHESTER PERMIT LLC (A CONSOLIDATOR)
P O BOX 62293
CINCINNATI
OH

513-777-3000
LOADX@WCPERMIT.COM

Below the company information, there is a red button labeled "Leave Company". A callout box points to this button with the text "Click on Leave Company".

Company Administration

In order to perform administrative actions, such as inviting new users to join your company, granting user's administrative privileges, and updating company contact information. You must navigate to the my company page at <https://ipi.cityofchicago.org/Profile/Company>. This link is available under the "My Company" item in the orange menu at the top of the page.



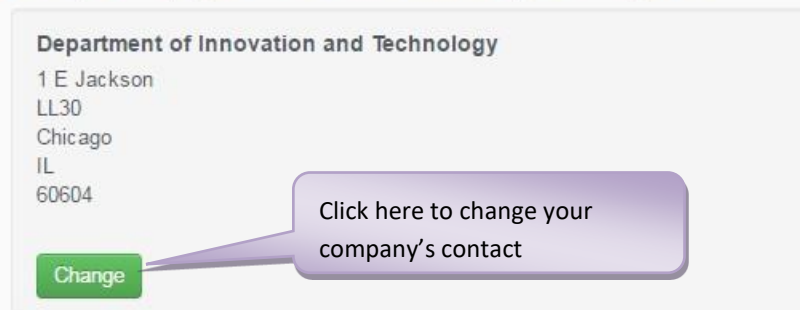
Once at the “My Company” page, you may perform the actions below. If you do not see the headings as mentioned below, your account is not set up as an administrator, and you must contact your company’s administrator or technical support.

Updating your Company’s Contact Information

To update the contact information for your company’s account, first go to the “Contact Information” section, and click the green “Change” button

Contact Information

This is your company’s contact information as it will appear in the system.



Next you will be taken to the “Change Company Contact Information” page. Once there, make any updates, and click the blue “Update” button to save your changes. If you do not wish to save your changes, click the “Cancel” button.

Company Profile

You may use this form to update your company's name and contact information as it shows up in the system.

* Required Information

Contact Information

Company Name *

Telephone Number *

Street Address *

Street Address 2

City *

State/Province *

Zip/Postal Code *

FEIN

?

Click here save your changes.

Click here if you don't wish to save your changes.

Inviting Users

To invite a user, go to the "Invite New User" section. Enter the email address of the person you wish to invite into the "New User Email" text box, and then click the green "Invite User" button. The user will receive an invitation email which will contain a link to join your company.

Invite New User

Enter the email address of the person you wish to invite to join

New User Email

1. Enter the invitee's email address in this textbox.

2. Click the Invite User button to send the invitation.

Accepting User Requests to Join Company

To accept a user's request to join your company, locate their user name under the "Users Requesting Enrollment" section, and click the green "Accept" button.

Users Requesting Enrollment

There are users which have requested to join Infor Team. You may accept or reject the requests by clicking the corresponding button next to their username.

Last Name	First Name	User Name		
Landberg	Dan	DanLandberg3	Accept	Reject

Click the Accept button to accept the user's request to join your company.

Rejecting User Requests to Join Company

To accept a user's request to join your company, locate their user name under the "Users Requesting Enrollment" section, and click the red "Reject" button.

Users Requesting Enrollment

There are users which have requested to join Infor Team. You may accept or reject the requests by clicking the corresponding button next to their username.

Last Name	First Name	User Name		
Landberg	Dan	DanLandberg3	Accept	Reject

Click the Reject button to reject the user's request to join your company.

Granting a User Administrative Privileges

To grant a user administrative privileges at your company, locate their user name under the Enrolled Users section, and click the "Grant Admin Rights" button

Enrolled Users

These are the users which have been confirmed to work for Infor Team. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?	
User	Test	Test User	Grant Admin Rights	Remove User

Click on Grant Admin Rights

Revoking a User's Administrative Privileges

To revoke a user's administrative privileges, locate their user name under the Enrolled Users section, and click the "Revoke Admin Rights" button.

Enrolled Users

These are the users which have been confirmed to work for Infor Team. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?
User	Test	Test User	<input type="button" value="Revoke Admin Rights"/> <input type="button" value="Remove User"/>

Click on Revoke Admin Rights

Removing a User from the Company

To remove a user from your company, locate their user name under the Enrolled Users section, and click the red "Remove User" button.

Enrolled Users

These are the users which have been confirmed to work for Infor Team. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?
User	Test	Test User	<input type="button" value="Revoke Admin Rights"/> <input type="button" value="Remove User"/>

Click on Revoke Admin Rights