



CDOT Creating Your Web Account Online Permit Portal



Table of Contents

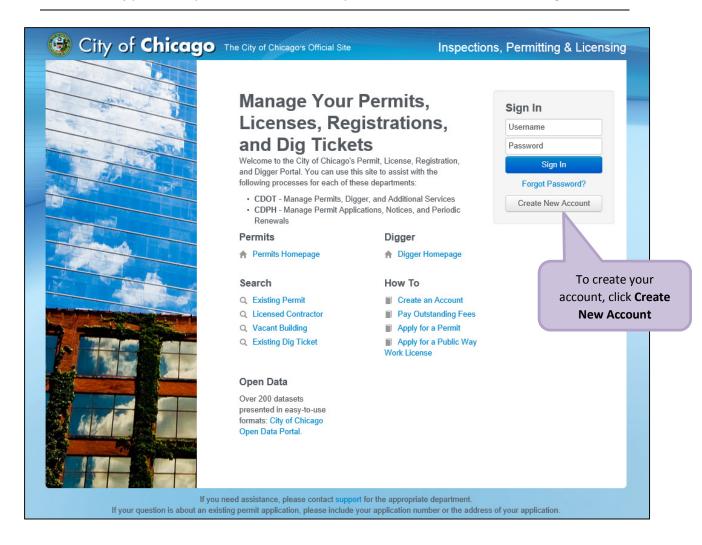
Creating a New Account	1
Email Account Verification (Step 1 of 3)	
Create New Account (Step 2 of 3)	
Join/Create Company (Step 3 of 3 – Optional)	
Individual/Personal Account	
Company Information	5
Sign Out	9
Appendix A: Request New Company	. 10

Creating a New Account

To create a new account, click on <u>Online Permit Portal</u> or enter <u>https://ipi.cityofchicago.org/profile</u> in your address bar.

Click Create New Account.

Note: If you already have an account, enter your Username and Password to Sign In.



Email Account Verification (Step 1 of 3)

Enter your Account Information:

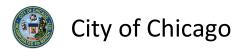
- Enter your Email Address (required)
- Click Submit to proceed



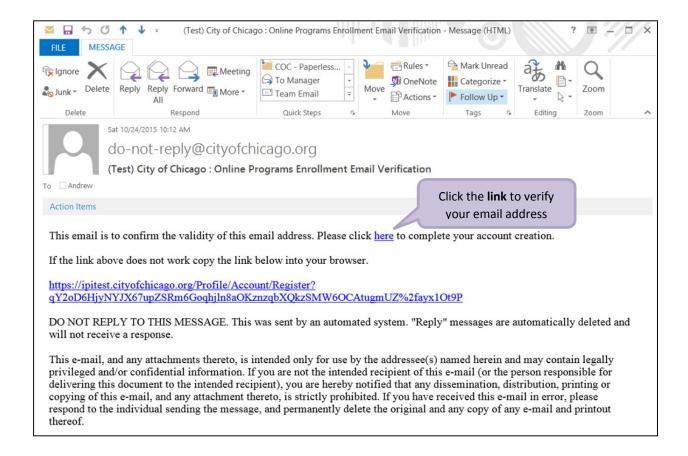
A confirmation message will be sent to your email address you provided from:

do-not-reply@cityofchicago.org





Click the link to verify the email address you provided – this link will take you to Create Account screen on the Online Permit Portal.

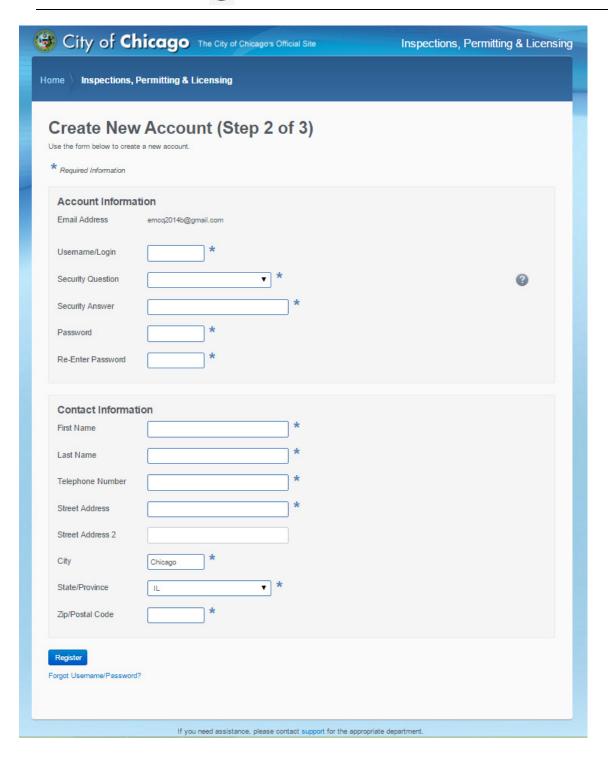


Create New Account (Step 2 of 3)

Enter all of the required fields (*).

• Click **Register** to proceed (at the bottom of the page)

Note: The **Help Icon (2)** provides any additional information about fields to users.



Join/Create Company (Step 3 of 3 – Optional)

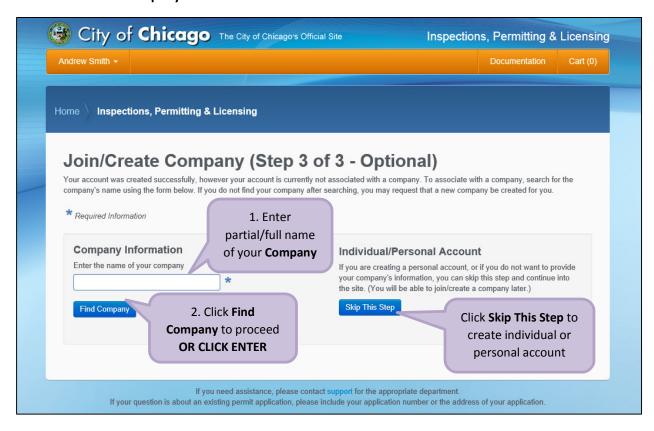
Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company information, click **Skip This Step** to proceed to the **Home Page**.

Company Information

Following the following steps to link your **Company Information** to your account:

- Enter the partial or full name of your Company in the free form text field
- Click Find Company

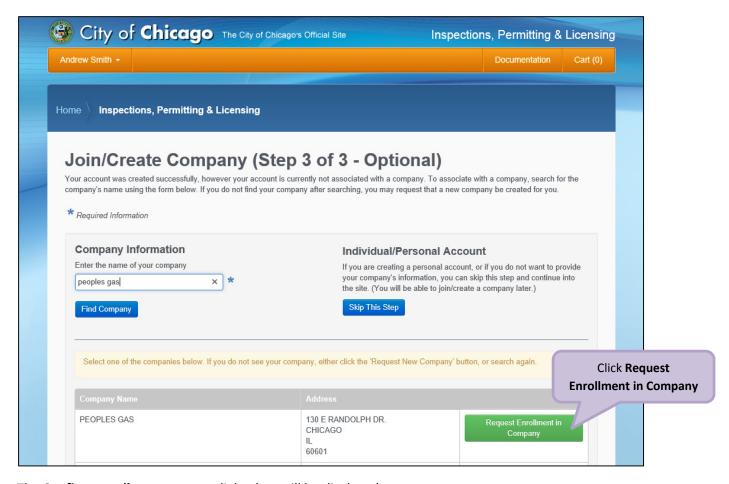




Locate your company in the fields that appear:

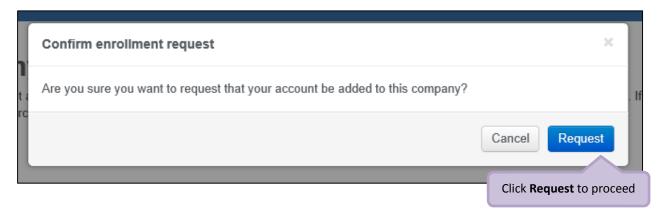
• Click Request Enrollment in Company

Note: If you do not see your company, either click the **Request New Company** button at the **bottom of the page**, or search again. For steps to request a new company, please refer to **Appendix A** at the back of the training guide.



The **Confirm enrollment request** dialog box will be displayed:

Click Request to proceed

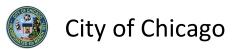




The **Pending Enrollment Request** page will be displayed.

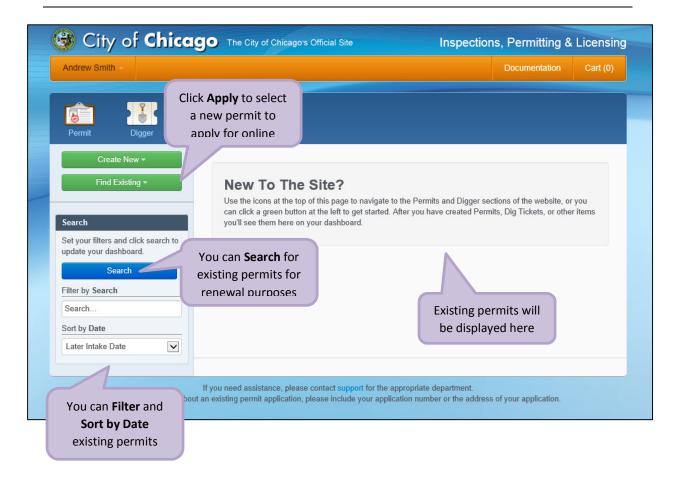
Note: Please allow 1-2 weeks for your request to be completed. If your request is not completed by that time, please contact the **Administrators** found at the bottom of the page. IT WILL NOT REQUIRE 1-2 WEEKS IN THE INITIAL STAGES OF THE TRANSITION TO THE NEW PERMIT PORTAL.





Once you have successfully logged in, the **Home Page** will be displayed.

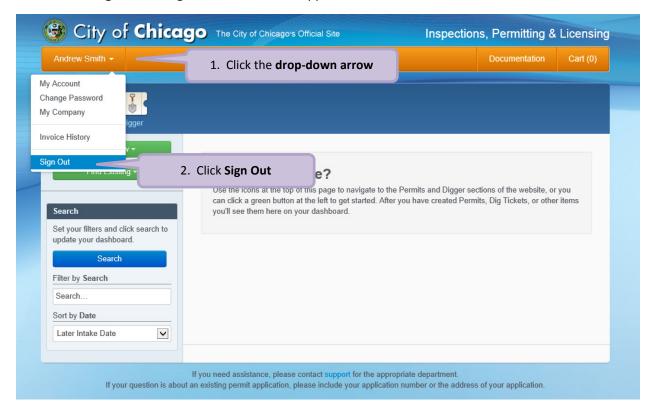
Note: Click on any text in blue on this page to get more details.



Sign Out

When finished, be sure to sign out:

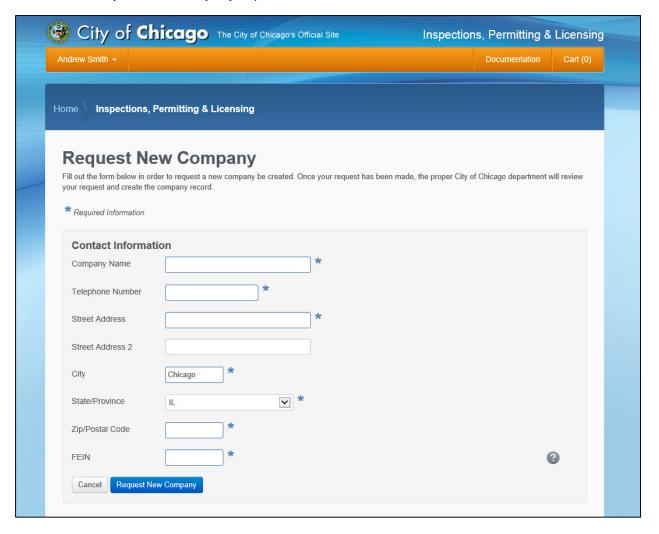
- Click the drop-down arrow beside your name
- Click **Sign Out** to log off of the E-Permit application

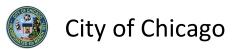


Appendix A: Request New Company

Enter Contact Information:

- Enter the **Company Name** (required)
- Enter the **Telephone Number** (required)
- Enter the **Street Address** (required)
- Enter the Street Address 2 (optional)
- Enter the **City** (required)
- Select the **State/Province** from the drop-down (required)
- Enter the **Zip/Postal Code** (required)
- Enter the **FEIN** (required)
- Click Request New Company to proceed





Your request has been sent. Your request should be processed in 1-2 weeks.

