

Logging on to City of Naperville Civic Access Portal

This document will guide a user through the process of logging into a Civic Access Portal user account.

City of Naperville Civic Access
Apply, pay for and manage applications

1 Login or Register

Home Apply Pay Invoices Map Calendar Resources City of Naperville Website Public Records Search

Welcome to the Self Service Portal

The Permitting, Plans, and Licensing Portal is designed for use on a desktop/laptop computer.

NON-PRODUCTION ENVIRONMENT

1 Login or Register
Log in to an existing or create a new account. You can also find help if you forgot your login information.

Apply
Select this option to apply for a permit, plan or license.

How to Use the Portal
Support documents for the Permit, Plan and Licensing Portal.

Required Application Forms and Information
Click here to find required application attachments and information related to permits, plans, or licenses.

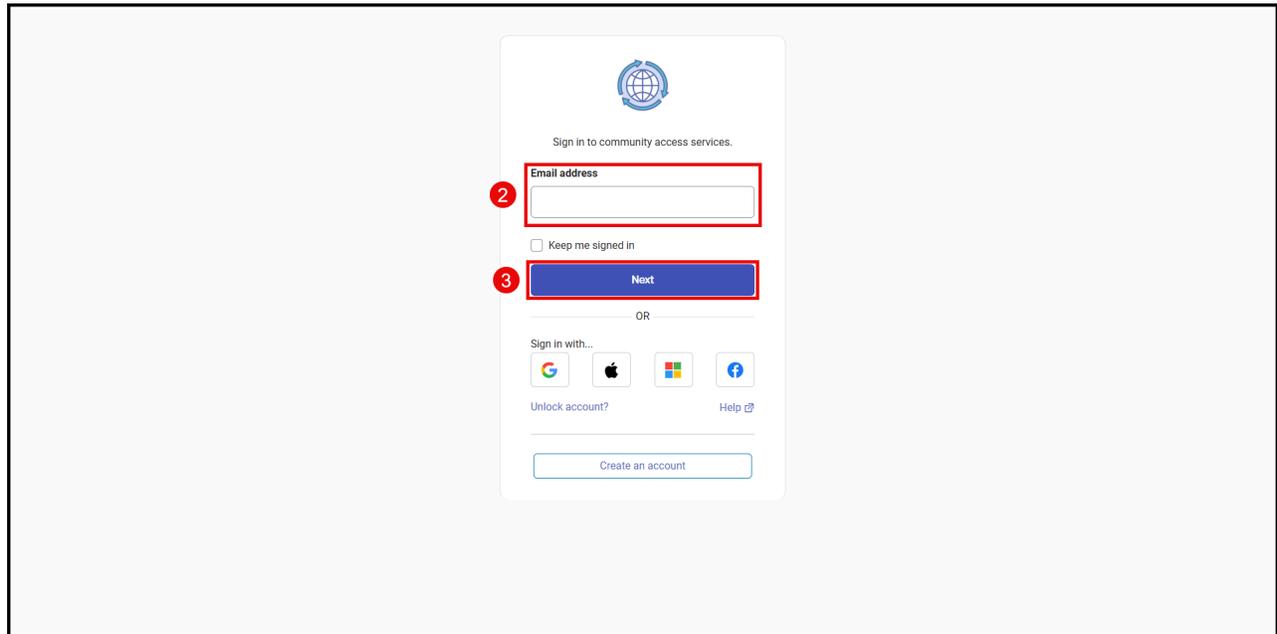
Electronic Submittal Requirements
Guidelines for submitting plans and other documents.

JULIE - Call Before You Dig
State law requires you to notify JULIE at least two but not more than 14 business days before any digging project.

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540
<http://naperville.il.gov/web/tylerhost/ncr/app/delivery/co/home/home>

1 Select **Login or Register**, either from the upper-right or the Home page tile. This will take the user to the Tyler Identity Community (TID-c) login screen.

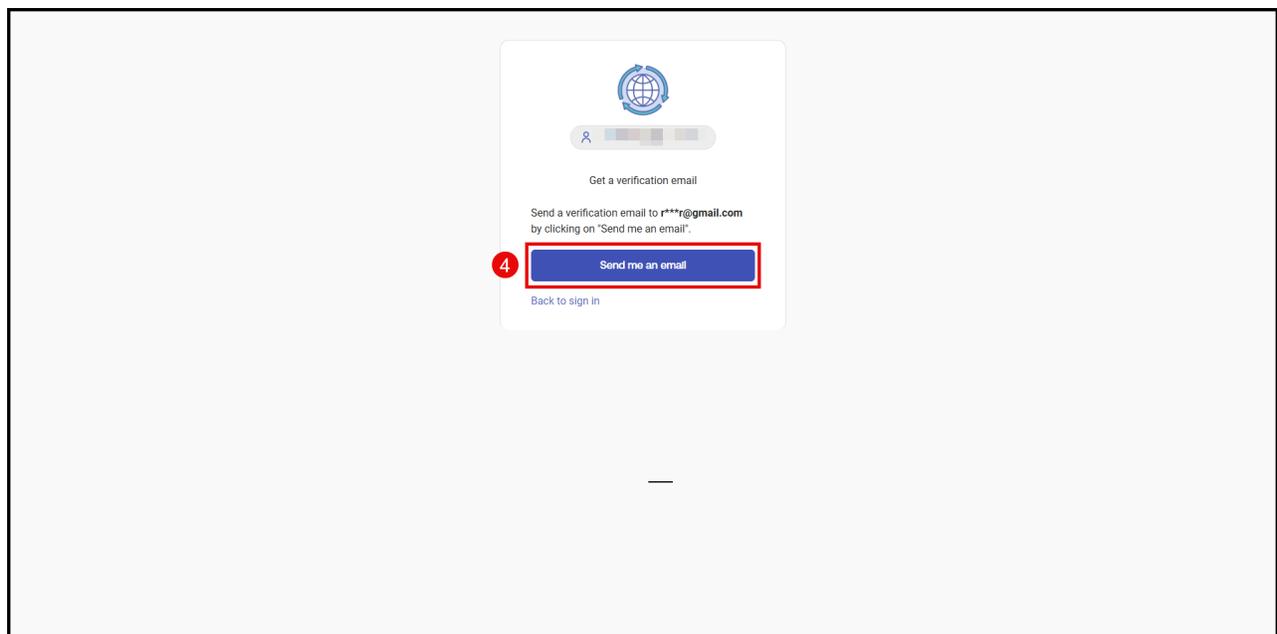
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2 Enter the email address associated with the Civic Access Portal account in the **Email address** field.

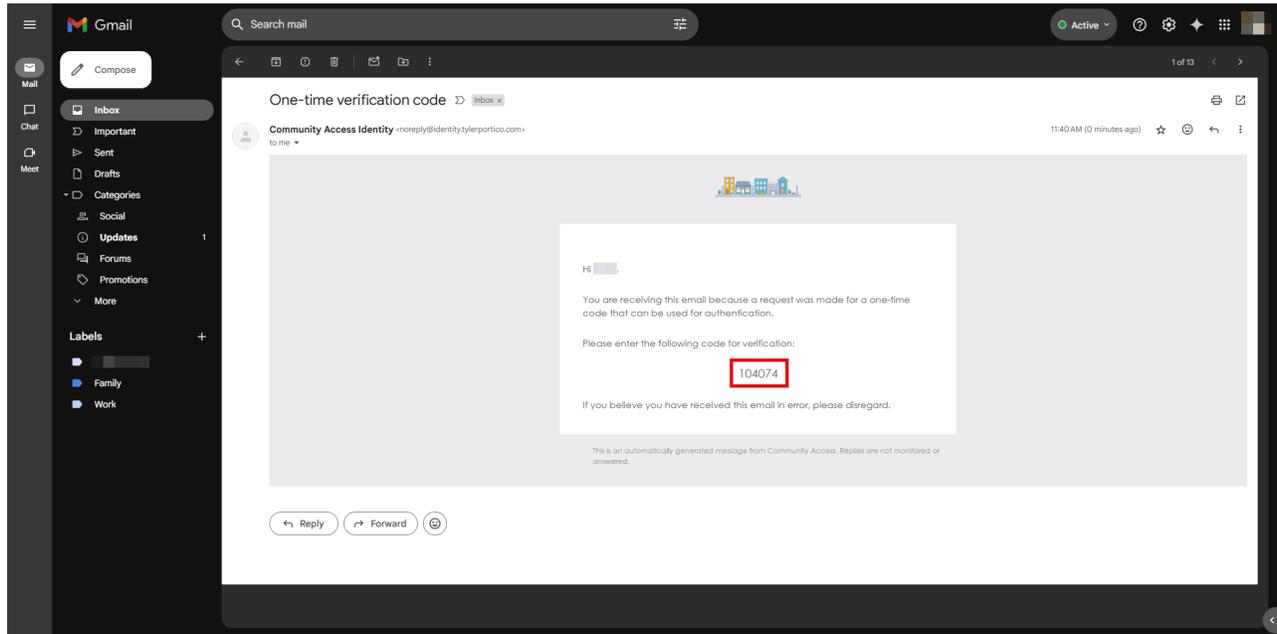
3 Click on the **Next** button to move to the verification process.

! Use the **Unlock account?** hyperlink to reset an account password.

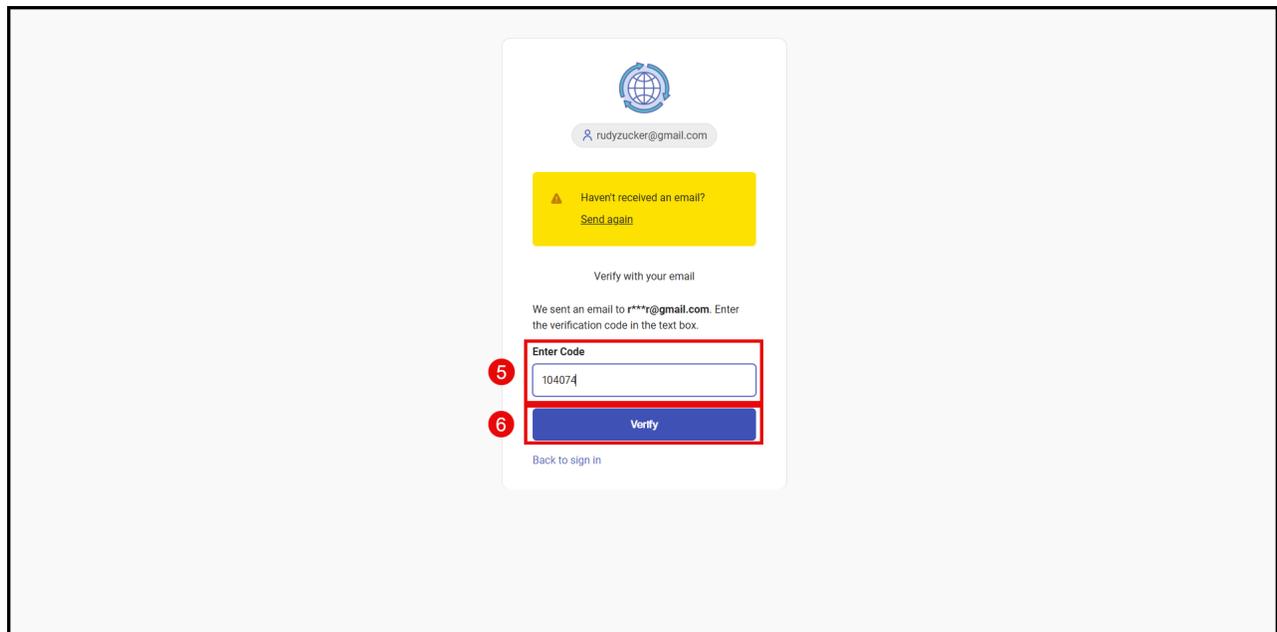


4 Click the **Send me an email** button. This will send a six-digit verification email to your email account. This verification code is used to complete the login process.

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! This is an example of the verification email.



5 Type or copy and paste the six-digit code from the verification email into the **Enter Code** field.

6 Click the **Verify** button to submit the six-digit code. This will complete the login process and return you to the Civic Access Portal Home page.

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Rudy Zucker

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources City of Naperville Website Public Records Search

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NON-PRODUCTION ENVIRONMENT

- My Account**
Click here to access your account information.
- Apply**
Select this option to apply for a permit, plan or license.
- How to Use the Portal**
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