

## EPERMITTING GUIDE – ACCOUNT AND PROFILE SETUP

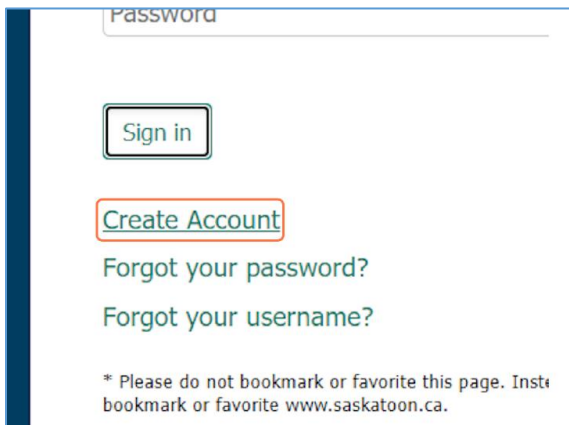
The following steps will guide you through creating a new ePermitting account and setting up your profile.

Please note that a new account is not needed if you already have a City of Saskatoon login account (e.g., used for utility bill payments). This same account username / password can be used to login to ePermitting.

### Procedure

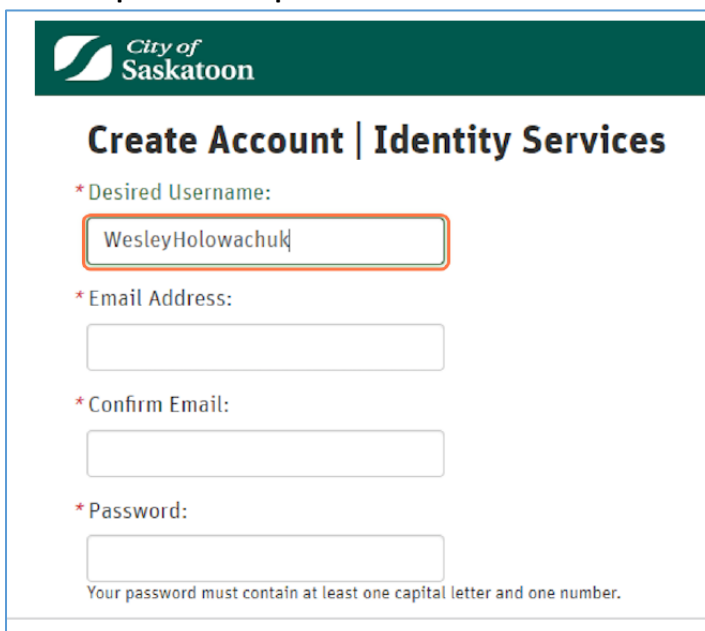
#### Account Setup and Login

- **Navigate to the E-Permitting Customer Portal**
  - **Action:** Visit <https://lmspublic.saskatoon.ca/lms/pub/lmsguest/Welcome.aspx> to create an account
- **Navigate to the Create Account Page**
  - **Action:** Select the 'Create Account' button



A screenshot of a web page with a dark blue header. Below the header, there is a white box containing a 'Password' input field at the top. Below it is a 'Sign in' button. Further down is a 'Create Account' button, which is highlighted with a red rectangular border. Below the 'Create Account' button are two links: 'Forgot your password?' and 'Forgot your username?'. At the bottom of the white box, there is a small disclaimer: '\* Please do not bookmark or favorite this page. Instead bookmark or favorite www.saskatoon.ca.'

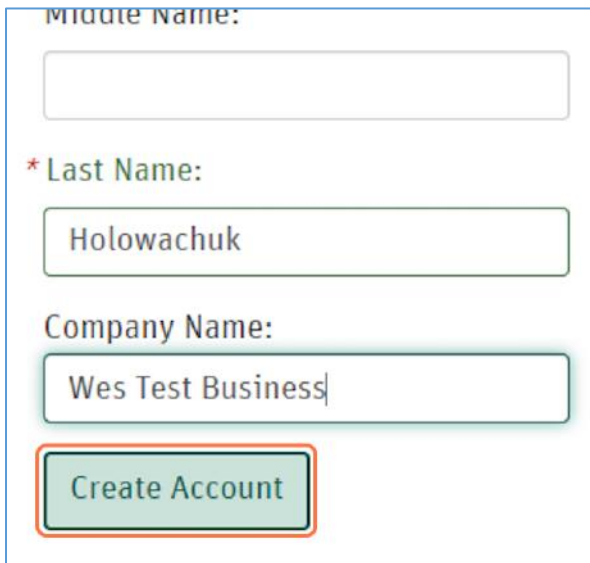
- **Enter Required Information**
  - **Note:** if you have an existing account, you won't be able to create a new account using the same email.
  - **Action:** Update the required fields marked with a red asterisk \*



A screenshot of a web form titled 'Create Account | Identity Services' under the City of Saskatoon logo. The form contains several fields, each preceded by a red asterisk indicating it is required. The first field is 'Desired Username:' with the text 'WesleyHolowachuk' entered; this field is highlighted with a red rectangular border. Below it is 'Email Address:' with an empty input field. Then 'Confirm Email:' with another empty input field. Finally, 'Password:' with an empty input field. Below the password field, there is a note: 'Your password must contain at least one capital letter and one number.'

- **Create Account**

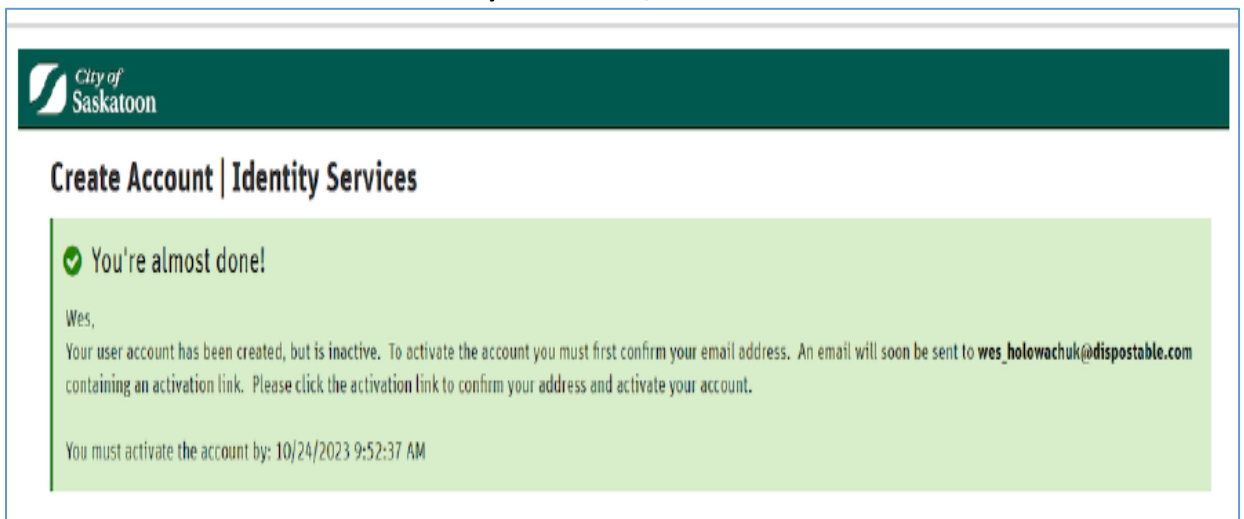
- **Action: Select 'Create Account' button**



A screenshot of a web form for creating an account. The form is titled "Create Account" and includes fields for "First Name:", "Last Name:", and "Company Name:". The "Last Name" field is filled with "Holowachuk" and the "Company Name" field is filled with "Wes Test Business". A "Create Account" button is highlighted with a red border. The "First Name" field is empty.

- **Account Activation**

- **Action: Access the email used to create your account, then click on the activation link**



A screenshot of an email from the City of Saskatoon. The email is titled "Create Account | Identity Services" and contains a green box with a checkmark icon and the text "You're almost done!". Below this, it says "Wes," and "Your user account has been created, but is inactive. To activate the account you must first confirm your email address. An email will soon be sent to wes\_holowachuk@dispostable.com containing an activation link. Please click the activation link to confirm your address and activate your account." At the bottom, it says "You must activate the account by: 10/24/2023 9:52:37 AM".

- **Account Activation Continued**

- Once the email link has been selected you will be taken to the following activation page.
- **Action: Click the 'Activate your Account' button.**



A screenshot of a web page for activating a City of Saskatoon account. The page has a dark green header with the City of Saskatoon logo. Below the header, the text "Activate City of Saskatoon Account | Identity !" is displayed in a large, bold font. At the bottom, there is a button labeled "Activate your Account" which is highlighted with a red border.

- **Account Sign In**

- Once activated you will be taken to the following page. The link provided on the activation page will take you the City of Saskatoon website login. This login is for City of Saskatoon services (e.g. utility bill payments) but is NOT the ePermitting login for applying for planning approvals (they same account login is used for both systems).
- **No Action Required.**

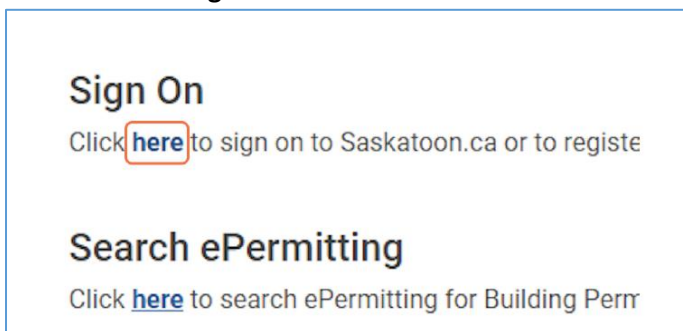


- **Login to ePermitting**

- **Action: Click on the ePermitting link:**  
<https://lmspublic.saskatoon.ca/lms/pub/lmsguest/Welcome.aspx>

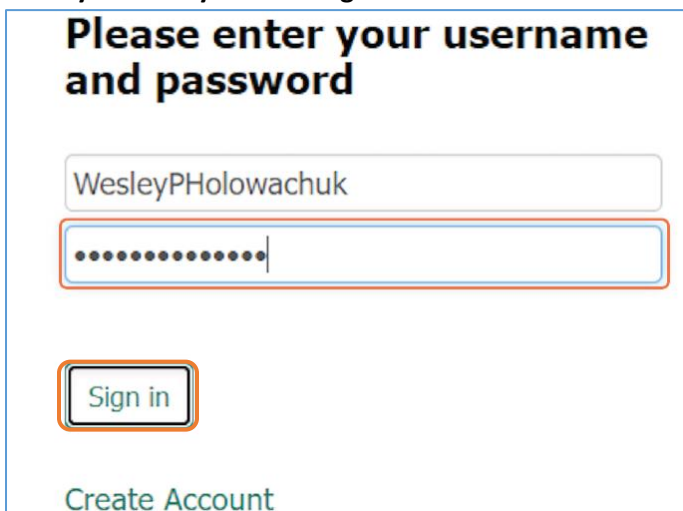
- **Login to ePermitting Continued**

- **Action: Under 'Sign On' click the 'here' button**



- **Login to ePermitting Continued**

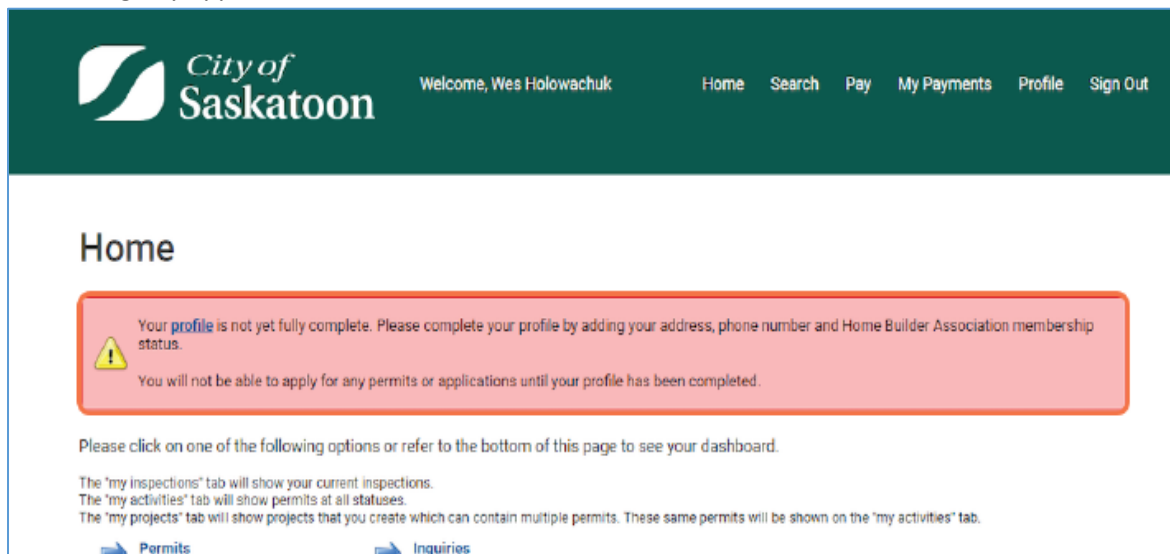
- **Enter your newly created login information and select 'Sign in'**



## Profile Setup

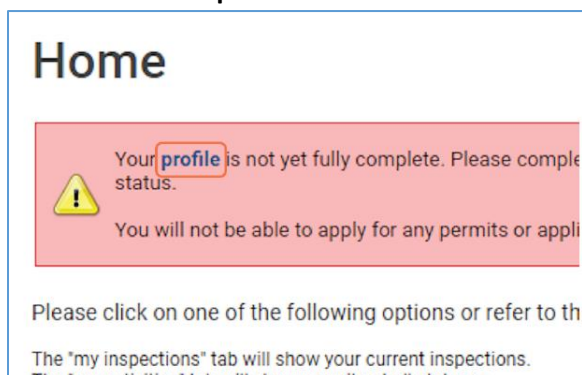
- **Customer Portal Profile Setup**

- Once you log into ePermitting you will be advised to complete your profile. This step is required prior to submitting any applications.



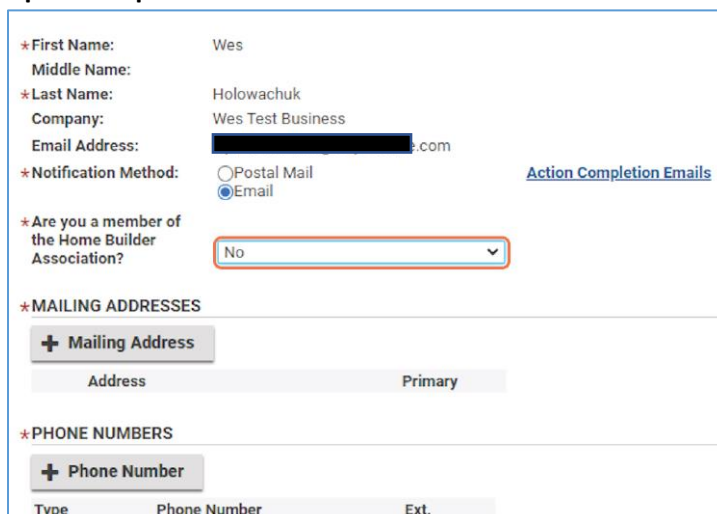
- **Navigate to the Profile Page**

- **Action: Click the 'profile' link**



- **Update Required Profile Fields**

- **Update required fields marked with a red asterisk \***



- **FOR INFORMATION – Multiple Mailing Addresses**
  - If you multiple addresses are entered, you will need to select a primary address

| Address                    | Primary                             |
|----------------------------|-------------------------------------|
| t Ave N<br>oon, SK S7K 2M7 | <input checked="" type="checkbox"/> |

#### Associate Customer Account with a Professional / Contractor Account

The following steps are for customers that are associated with a Professional / Contractor account. If you're not associated with a Professional / Contractor account, these steps are NOT required.

- **Associating a Customer Account with a Professional / Contractor (Business Account)**
  - If your customer account is associated with a Professional / Contractor account, then click the check box for 'I am associated with a Professional / Contractor'

I am associated with a Professional/Contractor? ☒

I am associated with a Referral Agency ☐

**Save and Complete Profile**

- **Enter the Professional / Contractor PIN**
  - A PIN number is used to associate a customer account with a professional/contractor (business) account.
  - Whomever was setup as the manager of the professional/contractor account will have access to the PIN number under their profile and will be able to generate a new PIN number if necessary.
  - If you don't already have a professional/contractor account setup and would like to have one created, please contact Development Review at:
    - 306-975-2645; or
    - [Development.services@saskatoon.ca](mailto:Development.services@saskatoon.ca)
  - Once a professional/contractor account has been created and you've been provided a PIN number, you'll be able to proceed with the following steps.
  - **Action: Enter the PIN number in the 'Professional/Contractor PIN' field**

| Type                            | Phone Number       | Ext.                 |
|---------------------------------|--------------------|----------------------|
| Mobile <input type="checkbox"/> | ( 306 ) 123 - 1234 | <input type="text"/> |

I am associated with a Professional/Contractor? ☒

MY PROFESSIONAL/CONTRACTOR

To Associate with an Existing Contractor - Enter Professional/Contractor PIN

Professional/Contractor PIN:

**Associate**

To Register a New Contractor - click link below.

**+ Register as a New Professional/Contractor**

- Associate with Professional / Contractor Account

- Action: Click the 'Associate to Existing Professional/Contractor' button

| Phone Number       | Ext.                 |
|--------------------|----------------------|
| ( 306 ) 123 - 1234 | <input type="text"/> |

I am associated with a Professional/Contractor? ☒

MY PROFESSIONAL/CONTRACTOR

To Associate with an Existing Contractor - Enter Professional/Contractor PIN below.

Professional/Contractor PIN:

**Associate to Existing Professional/Contractor**

To Register a New Contractor - click link below.

**+ Register as a New Professional/Contractor**

I am associated with a Referral Agency ☐

- Save Updates

- Action: Click the 'Save' button

Professional/Contractor PIN:

To Register a New Contractor - click link below.

**+ Register as a New Professional/Contractor**

I am associated with a Referral Agency ☐

**Save**

## Editing Professional/Contractor Account Information

- **Select the Professional / Contractor Account**
  - **Action: Click the Professional / Contractor object.**

This screenshot shows the account selection interface. At the top, there is a 'Type' dropdown set to 'Mobile' and a 'Phone Number' field with '( 306 ) 123 - 1234'. Below this is a section titled 'MY PROFESSIONAL/CONTRACTOR' with the subtitle 'Contractor account Related to your profile.' A list of accounts is shown, with 'Wes Test Professional' and 'Phone: (306) 123-1234, No License Numbers' highlighted by a red box. A red 'X' icon is visible to the right of the account name. At the bottom, there is a checkbox labeled 'I am associated with a Referral Agency'.

- **Account Details Tab**
  - The Professional/Contractor Account information can be updated under the 'Details' tab
  - **Optional Action: Any of the fields shown under 'Details' can be edited as needed.**

This screenshot shows the 'Professional/Contractor' account details page. The title 'Professional/Contractor' is at the top. Below it, the account name 'Wes Test Professional' and phone number 'Phone: (306) 123-1234, No License Numbers' are displayed. A red box highlights the 'DETAILS' tab, which is selected. To the right of 'DETAILS' is the 'ASSOCIATED ACCOUNTS' tab. Below the tabs, there are several fields for editing account information: 'Business Name' (with a red asterisk), 'Doing Business As', 'Notification Method', 'Primary Phone Number', and 'Office Phone Number'. Each field has a corresponding input box or dropdown menu.

- **Account PIN**
  - **Optional Action: The manager of the professional/contractor account can provide this PIN to staff to associate their customer account to the professional/contractor account or select 'New PIN' to generate a new PIN number (e.g., staff turnover).**

This screenshot shows the 'Account PIN' generation interface. At the top, there is a dropdown menu set to '(None)'. Below it, there are four rows of phone number input fields, each consisting of a three-digit area code, a three-digit prefix, and a four-digit line number. A red box highlights the first row, which contains '( 306 ) 123 - 1234'. Below the phone number fields, there is a large empty text box. At the bottom, there are two buttons: '7AC-3GD-R5V' and 'New PIN'. The 'New PIN' button is highlighted by a red box.

- **Associated Accounts (Assigning a Manager or Removing Accounts)**
  - **Optional Action:** The customer can assign / re-assign a 'Manager' for the professional/contractor account and/or remove associated accounts under the 'Associated Accounts' tab.



## Professional/Contractor

Wes Test Professional  
Phone: (306) 123-1234, License Number: Surveyor1

DETAILS

ASSOCIATED ACCOUNTS

\*Business Name: Wes Test Professional

Doing Business As:

Notification Method: (None)

Primary Phone Number: (306) 123 - 1234

Office Phone Number: ( ) -

Cell Phone Number: ( ) -

## ACCOUNTS

Manager

☒
☐

1, SK S7K 2M7

### How to Apply for a Planning Approval

- **Navigate to the 'Home' Page**
  - **Action:** Click the 'Home' Page button

Welcome, Wes Holowachuk

Home
Search
Pay
My Payments
P

er to the bottom of this page to see your dashboard.

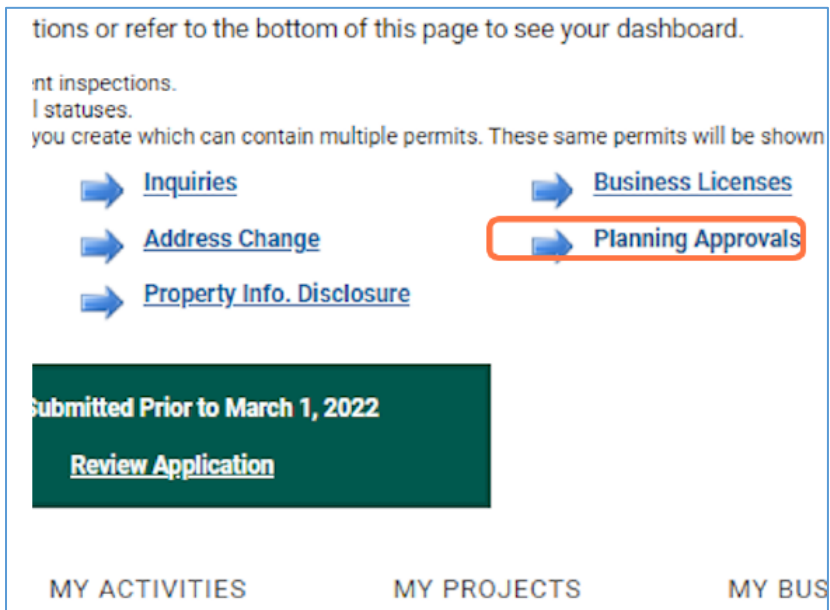
IS.

hich can contain multiple permits. These same permits will be shown on the "my activities" tab.

[Inquiries](#)
[Business Licenses](#)
[Complaint](#)

- **Navigate to Planning Approvals**

- **Action: Click the 'Planning Approvals' link**



- **Select the Appropriate Planning Approval Application**

- **Action: Select an application type**

