

EPERMITTING GUIDE – ACCOUNT AND PROFILE SETUP

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

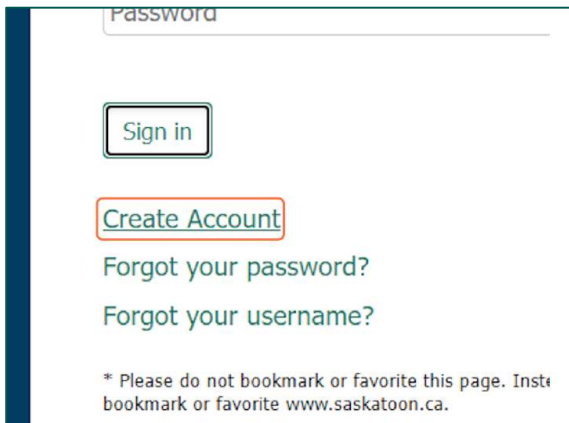
Please note that a new account is not needed if you already have a City of Saskatoon login account (e.g., used for utility bill payments). This same account username / password can be used to login to ePermitting.

1. **Account Setup and Login**
2. **Profile Setup**
3. **Associate Customer Account with a Professional / Contractor Account**
4. **Editing Professional/Contractor Account Information**

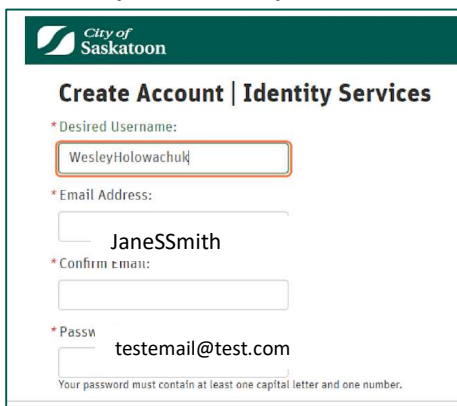
Procedure

1. Account Setup and Login

- **Navigate to the E-Permitting Customer Portal**
 - **Action:** Visit [ePermitting - Welcome \(saskatoon.ca\)](https://epermitting.saskatoon.ca) to create an account
- **Navigate to the Create Account Page**
 - **Action:** Select the 'Create Account' button




- **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 *



- **Create Account**

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

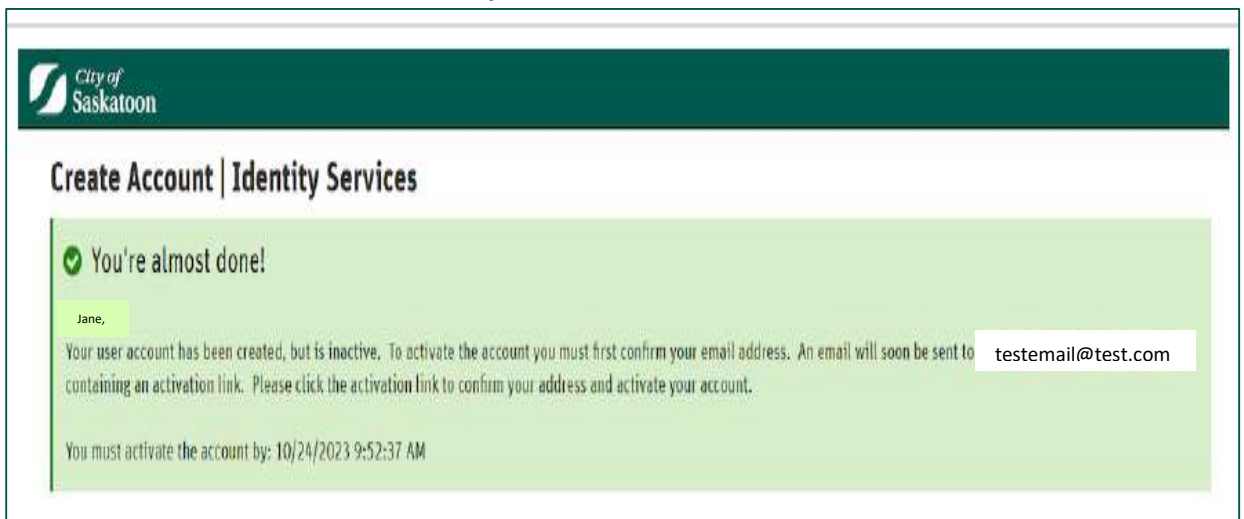


Form fields for account creation:

- Middle Name:
- * Last Name:
- Company Name:
- Create Account** (button highlighted with a red box)

- **Account Activation**

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



City of Saskatoon

Create Account | Identity Services

✓ You're almost done!

Jane,

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 **testemail@test.com** containing an activation link. Please click the activation link to confirm your address and activate your account.

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.**



City of Saskatoon

Activate City of Saskatoon Account | Identity

Activate your Account (button highlighted with a red box)

- **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 sign permit approvals (the same account login is used for both systems).
- **No Action Required.**

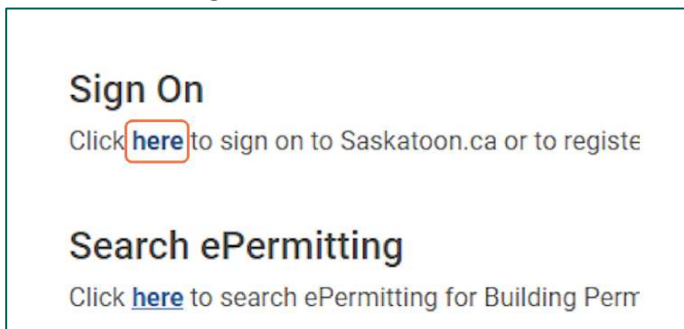


- **Login to ePermitting**

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

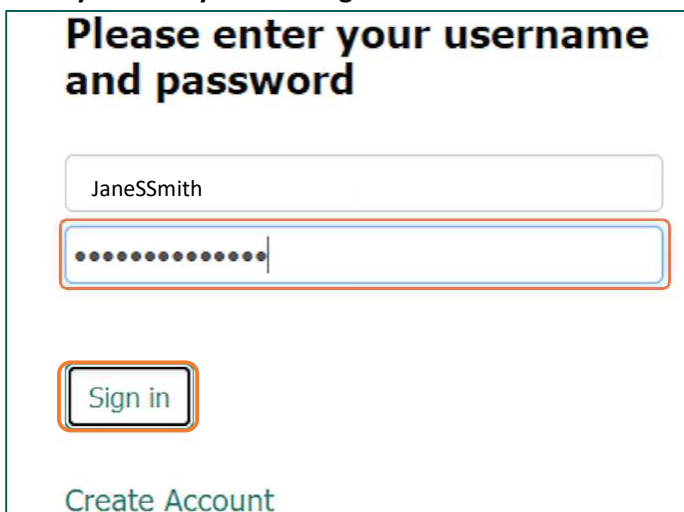
- **Login to ePermitting Continued**

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



- **Login to ePermitting Continued**

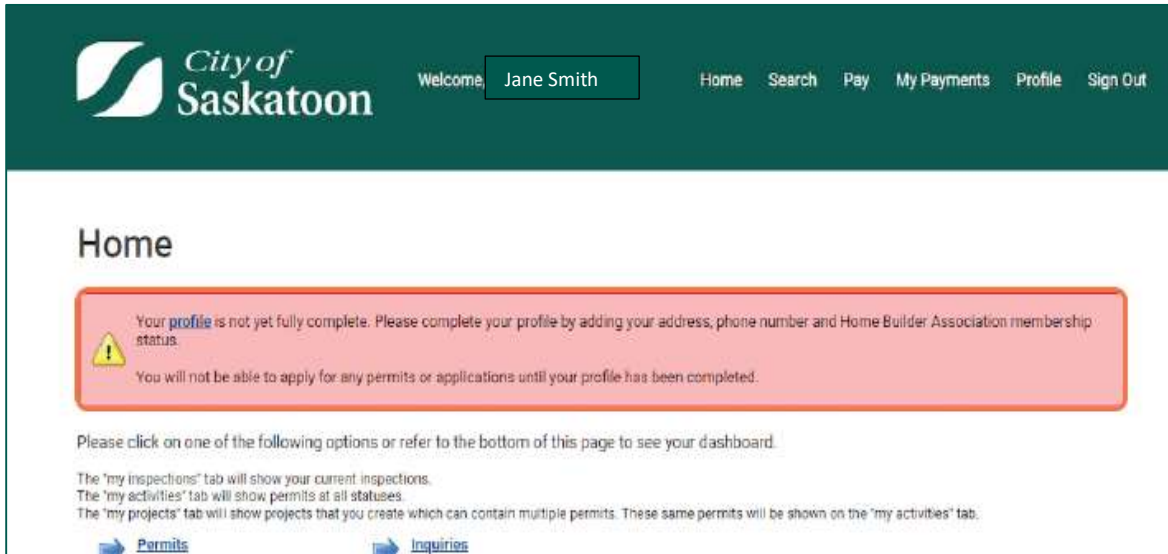
- **Enter your newly created login information and select 'Sign in'**



2. Profile Setup

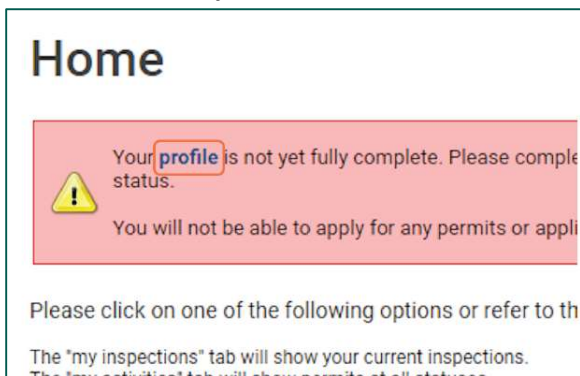
- **Customer Portal Profile Setup**

- 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 ***

*First Name:	Jane
Middle Name:	
*Last Name:	Smith
Company:	Smith
Email Address:	testemail@test.com
*Notification Method:	<input checked="" type="radio"/> Email Action Completion Emails
*Are you a member of the Home Builder Association?	<input type="text" value="No"/>
*MAILING ADDRESSES	
<div>+ Mailing Address</div>	
<div>Address Primary</div>	
*PHONE NUMBERS	
<div>+ Phone Number</div>	
Type	Phone Number Ext.

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

The screenshot shows a web interface with a section titled 'ADDRESSES'. Below the title is a table with two columns: 'Address' and 'Primary'. The first row contains the address '1000 Ave N, Saskatoon, SK S7K 2M7' and has a blue checkmark icon in the 'Primary' column, which is highlighted with a red box. A red 'X' icon is also visible next to the checkmark. Below the table is a section titled 'OTHER ADDRESSES'.

3. Associate Customer Account with a Professional / Contractor Account

The following steps are for customers that are associated with a Professional / Contractor account. This would allow a company to have multiple employees apply for permits and access any permits the company may have on the go. 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'

The screenshot shows a web form with two checkboxes. The first checkbox is checked and labeled 'I am associated with a Professional/Contractor?'. The second checkbox is unchecked and labeled 'I am associated with a Referral Agency'. Below the checkboxes is a button labeled '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 set up 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 Bylaw Compliance at:
 - 306-975-2684; or
 - signpermits@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 with a contractor? ☒

ONAL/CONTRACTOR

In an Existing Contractor - Enter Professional/Contractor PIN below.

ontractor PIN:

Associate to Existing Professional/Contractor

w Contractor - click link below.

as a New Professional/Contractor

I 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

4. Editing Professional/Contractor Account Information

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

This screenshot shows the 'MY PROFESSIONAL/CONTRACTOR' section of a user profile. At the top, there are input fields for 'Type' (set to 'Mobile'), 'Phone Number' (with area code '306', prefix '123', and line number '1234'), and 'Ext.'. Below this, a list of associated accounts is shown. One account, 'Wes Test Professional' with phone '(306) 123-1234, No License Numbers', is highlighted with 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 header includes a user icon and the name 'Wes Test Professional' with phone '(306) 123-1234, No License Numbers'. Below the header, there are two tabs: 'DETAILS' (highlighted with a red box) and 'ASSOCIATED ACCOUNTS'. Under the 'DETAILS' tab, 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' management interface. At the top, there is a dropdown menu currently set to '(None)'. Below this, there are three rows of phone number input fields, each consisting of an area code box, a prefix box, and a line number box. The first row is pre-filled with '(306)', '123', and '1234'. Below the phone number fields, there is a large empty text box. At the bottom, there are two buttons: '7AC-3GD-R5V' (highlighted with a red box) and 'New PIN' (highlighted with an orange box). To the right of the 'New PIN' button, there is partially visible text 'Us' and 'co'.

- **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

☒ ☐

7, SK S7K 2M7