

EPERMITTING GUIDE – ACCOUNT AND PROFILE SETUP

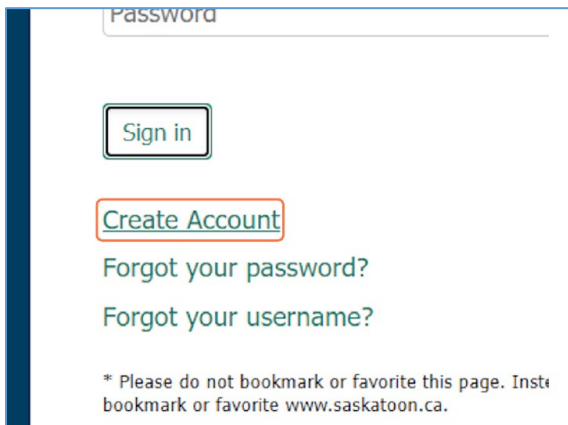
The following steps will guide you through creating a new ePermitting account and setting up your profile.

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

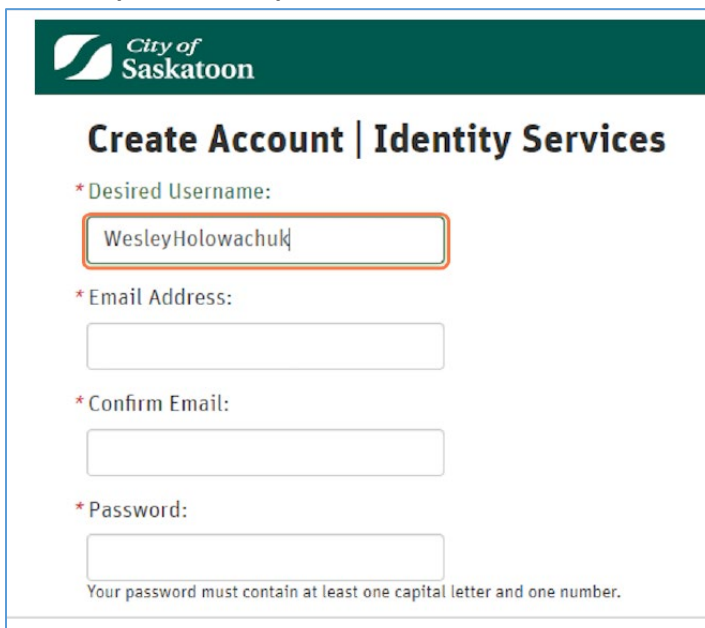
Account Setup and Login

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



A screenshot of a login page. At the top, there is a text input field labeled "PASSWORD". Below it is a "Sign in" button. The "Create Account" button is highlighted with a red border. Below the buttons are links for "Forgot your password?" and "Forgot your username?". At the bottom, there is a small disclaimer: "* Please do not bookmark or favorite this page. Insta bookmark or favorite www.saskatoon.ca."

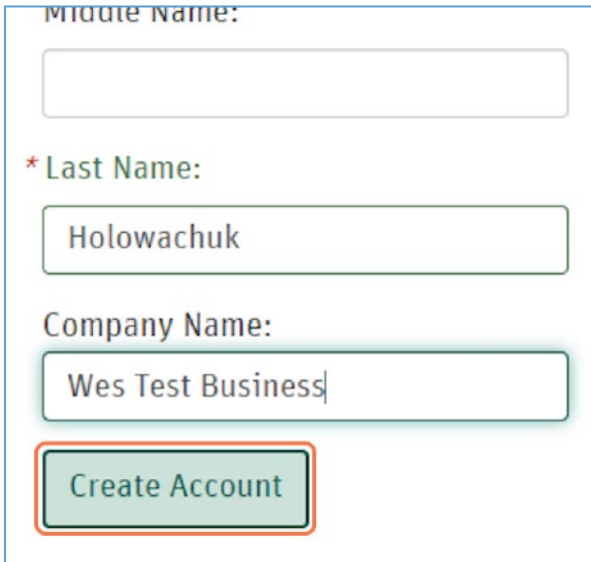
- **Enter Required Information**
 - **Note:** if you have an existing account, you won't be able to create a new account using the same email.
 - **Action:** Update the required fields marked with a red asterisk *



A screenshot of the "Create Account | Identity Services" form. The form has a header with the City of Saskatoon logo. The fields are: "* Desired Username:" with the value "WesleyHolowachuk" entered; "* Email Address:" with an empty field; "* Confirm Email:" with an empty field; and "* Password:" with an empty field. A note at the bottom states: "Your password must contain at least one capital letter and one number."

- **Create Account**

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



First Name:

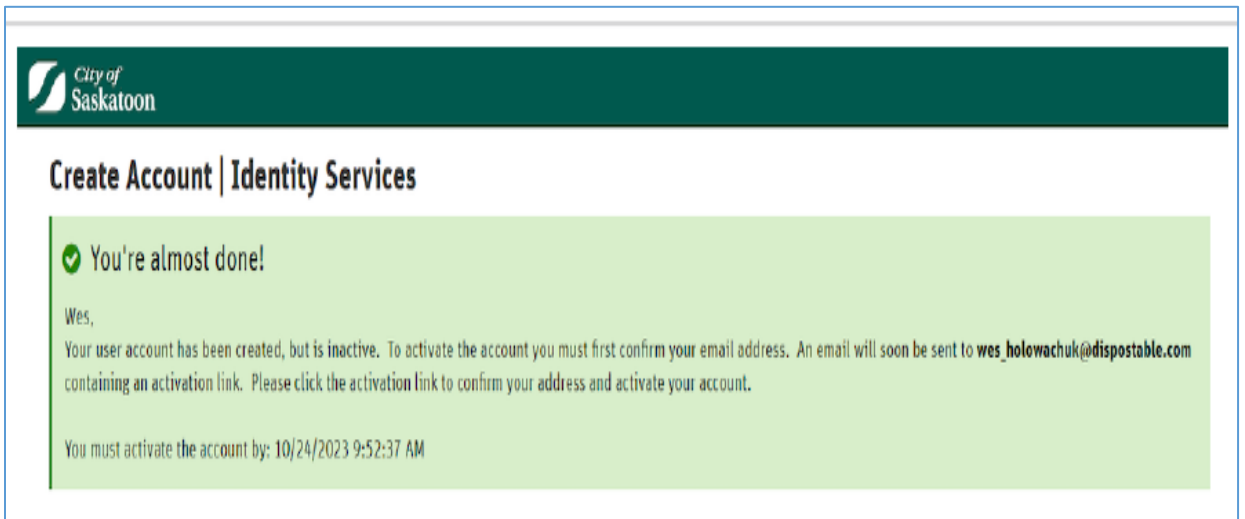
* Last Name:


Company Name:

Create Account


- **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!

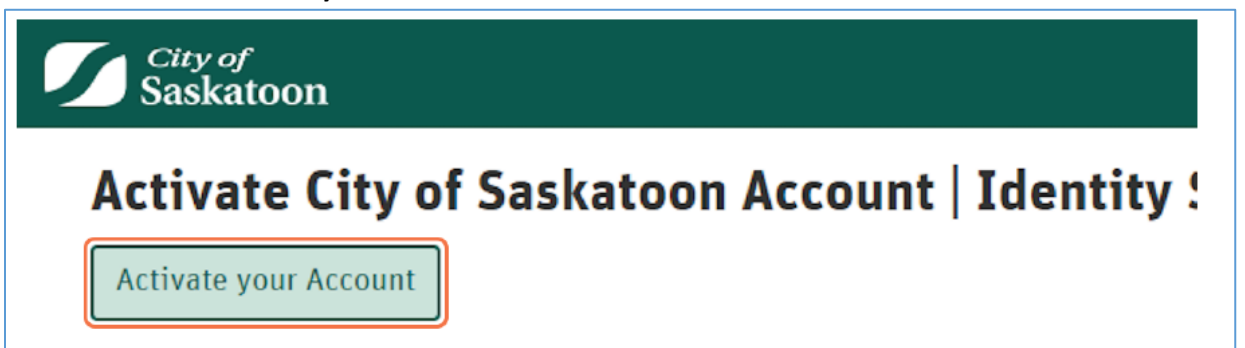
Wes,


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.

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 Services

Activate your Account

- **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.**

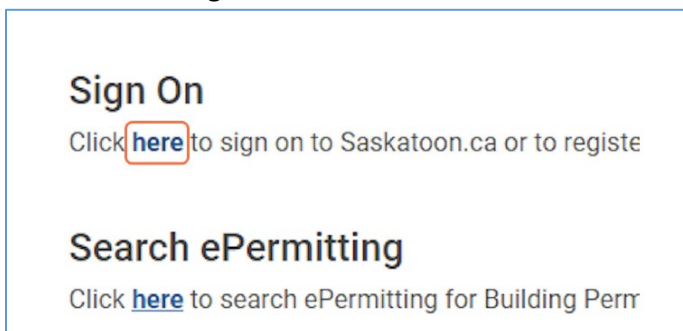


- **Login to ePermitting**

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

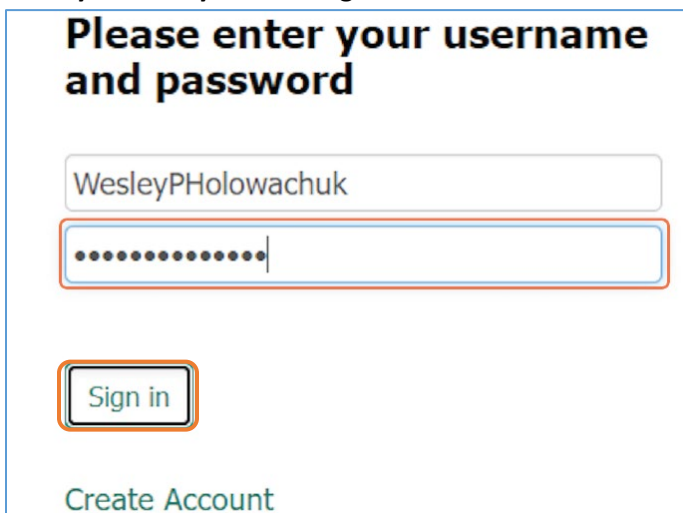
- **Login to ePermitting Continued**

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



- **Login to ePermitting Continued**

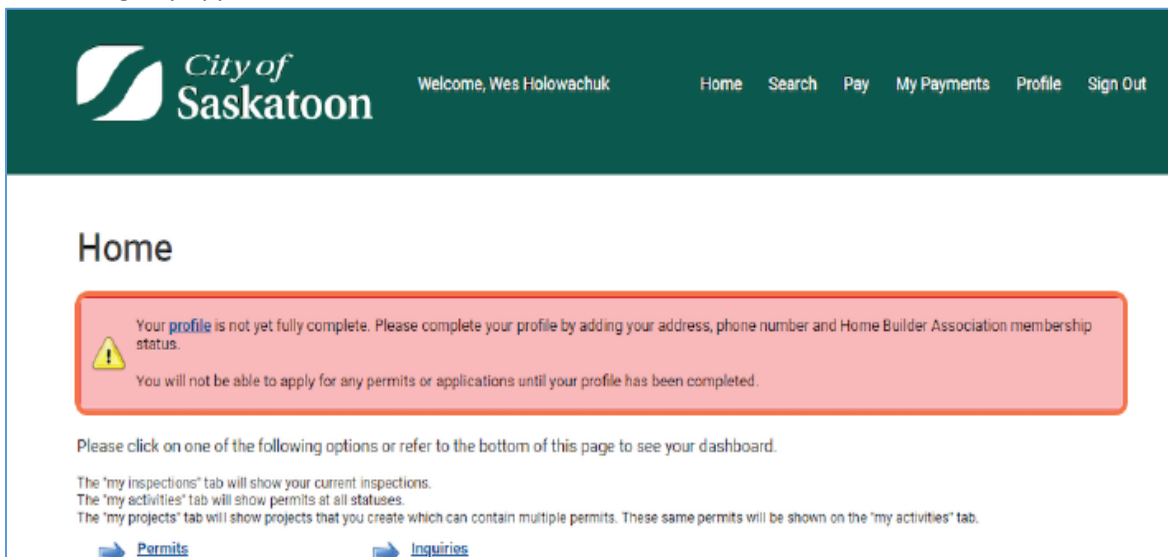
- **Enter your newly created login information and select 'Sign in'**



Profile Setup

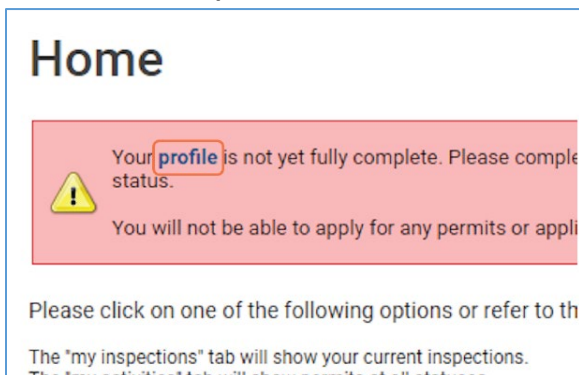
- **Customer Portal Profile Setup**

- 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**

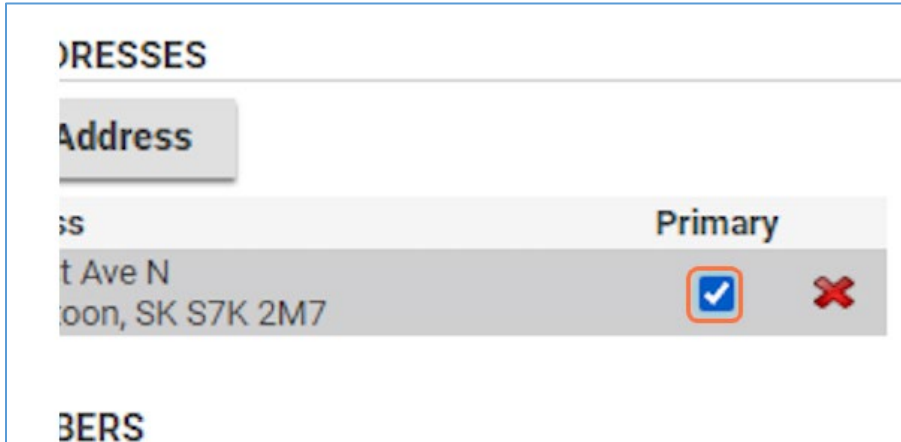


- **Update Required Profile Fields**

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

The screenshot shows a profile update form. The fields are as follows: "First Name:" with the value "Wes"; "Middle Name:" which is empty; "Last Name:" with the value "Holowachuk"; "Company:" with the value "Wes Test Business"; "Email Address:" with a redacted email address ending in ".com"; "Notification Method:" with radio buttons for "Postal Mail" and "Email" (selected), and a link for "Action Completion Emails"; "Are you a member of the Home Builder Association?" with a dropdown menu set to "No". Below these fields are sections for "MAILING ADDRESSES" and "PHONE NUMBERS". The "MAILING ADDRESSES" section has a "+ Mailing Address" button and a table with columns "Address" and "Primary". The "PHONE NUMBERS" section has a "+ Phone Number" button and a table with columns "Type", "Phone Number", and "Ext.".

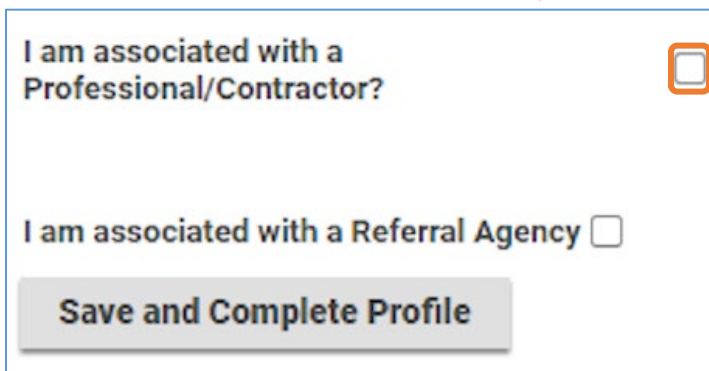
- **FOR INFORMATION – Multiple Mailing Addresses**
 - **If you multiple addresses are entered, you will need to select a primary address**



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'**



- **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
 - 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:

To Register a New Contractor - click link below.

- 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:

To Register a New Contractor - click link below.

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.

I am associated with a Referral Agency

Editing Professional/Contractor Account Information

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

The screenshot shows a form for selecting a professional/contractor account. At the top, there is a 'Type' dropdown menu set to 'Mobile' and a 'Phone Number' field containing '(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 one entry highlighted: 'Wes Test Professional' with the phone number '(306) 123-1234, No License Numbers'. Below the list is a checkbox labeled 'I am associated with a Referral Agency' which is currently unchecked.

- **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.**

The screenshot shows the 'Professional/Contractor' account details tab. The title is 'Professional/Contractor' with a worker icon. Below the title, the name 'Wes Test Professional' and phone number 'Phone: (306) 123-1234, No License Numbers' are displayed. There are two tabs: 'DETAILS' (which is selected and highlighted with an orange box) and 'ASSOCIATED ACCOUNTS'. Below the tabs, there are several fields for editing account information: 'Business Name' (with a red asterisk and a dropdown menu showing 'Wes 1'), 'Doing Business As' (with an empty dropdown), 'Notification Method' (with a dropdown showing '(Non)', 'Primary Phone Number' (with a dropdown showing '(306)', and 'Office Phone Number' (with an empty dropdown).

- **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).**

The screenshot shows the 'Account PIN' generation interface. At the top, there is a dropdown menu set to '(None)'. Below this is a form for entering a phone number, with the first row containing '(306) 123 - 1234' and the following three rows being empty. Below the phone number form is a text input field. At the bottom, there are two buttons: '7AC-3GD-R5V' (highlighted with an orange box) and 'New PIN' (highlighted with an orange box). The text 'Us' and 'co' is partially visible on the right side of the form.

- **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

1, SK S7K 2M7

Manager

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

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**

tions or refer to the bottom of this page to see your dashboard.

nt inspections.
l statuses.
you create which can contain multiple permits. These same permits will be shown

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

[Address Change](#)
[Planning Approvals](#)

[Property Info. Disclosure](#)

Submitted Prior to March 1, 2022

[Review Application](#)

MY ACTIVITIES MY PROJECTS MY BUS

- **Select the Appropriate Planning Approval Application**
 - **Action: Select an application type**

Apply for a Planning Approval

Prior to submitting your application:
Review the detailed information about the different [Permit Types](#)
For additional information, please visit [Saskatoon.ca](#)

Note: Draft applications are created as soon as you select an application type. Save your work and come back to it anytime. Applications stay in draft form until submitted but will expire after a period of 6 months.

Get started by selecting an application type below

<p>Land Use and Zoning Approvals</p> <ul style="list-style-type: none"> Concept Plan Application Discretionary Use Application Official Community Plan Amendment Zoning Bylaw Map Amendment Zoning Bylaw Text Amendment 	<p>Subdivision and Condominium Approvals</p> <ul style="list-style-type: none"> Condominium Approval Subdivision Approval 	<p>Presubmittal Approvals</p> <ul style="list-style-type: none"> Architectural Control District Review Preliminary Zoning Review
<p>Other Approvals</p> <ul style="list-style-type: none"> Encroachment Agreement Request Minor Variance Zoning Compliance Certificate 	<p>Development Permits</p> <ul style="list-style-type: none"> Development Permit Site Plan Control Park Upgrade Sign Permit 	

[Development Appeals Process](#)