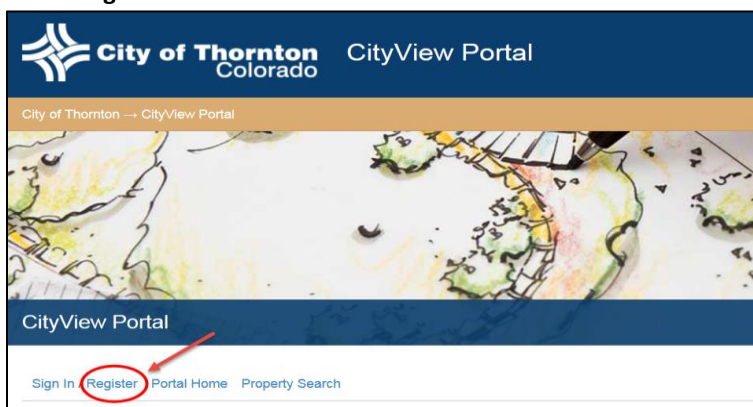


REGISTER FOR A CITYVIEW PORTAL ACCOUNT-NEW CONTRACTOR BEFORE YOU BEGIN...

- **If you are a contractor that has previously been licensed with the City of Thornton, DO NOT proceed. Please follow the instructions for registering as an Existing Contractor.**
- **If you are an existing contractor already registered and are trying to renew your license please follow the instructions for Renewing a Contractor License.**
- **There can only be one login for your business. If you have several employees who will need to access the portal on behalf of your business they will need to use the company login you create.**
- **After you create a portal account you will have to follow the instructions to Apply for a New Contractor License. Once you receive the new license you will have to follow the instructions to LINK YOUR ACCOUNT TO AN EXISTING CONTRACTOR.**

1. Open a web browser and in the navigation bar enter: <https://cityviewportal.thorntonco.gov/>

2. Select **Register**



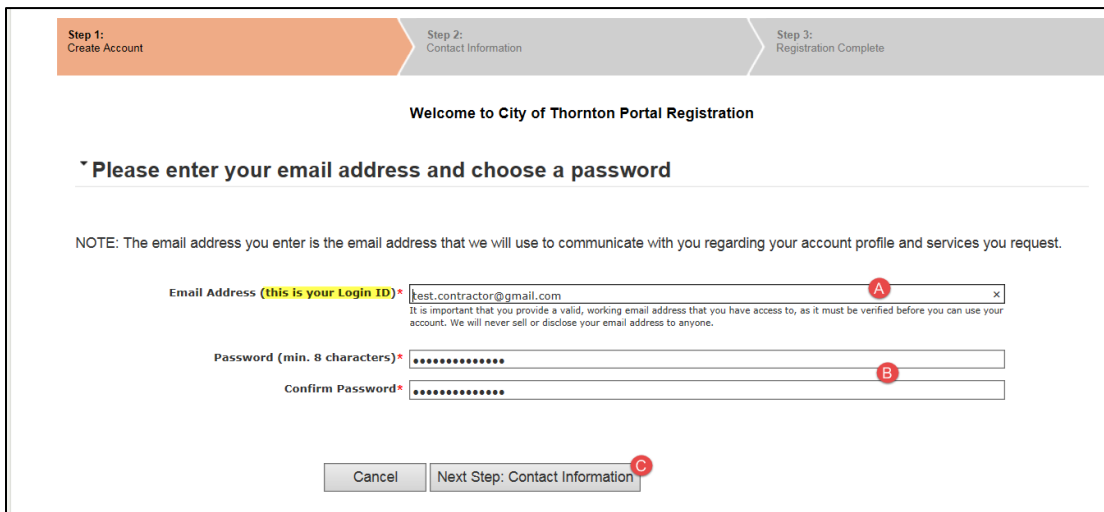
3. **Step 1: Create Account**

A. Enter your Email Address

- It is best practice to use your company's general email rather than an individual's email as this will be your company login.

B. Create a Password, then retype that password under Confirm Password (minimum 8 characters)

C. Select Next Step: Contact Information



Step 1: Create Account **Step 2: Contact Information** **Step 3: Registration Complete**

Welcome to City of Thornton Portal Registration

Please enter your email address and choose a password

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)* **A**

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

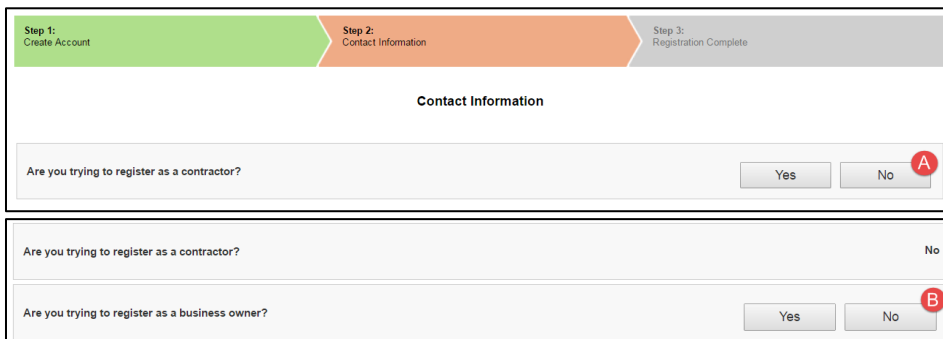
Password (min. 8 characters)* **B**

Confirm Password*

C

4. Step 2: Contact Information

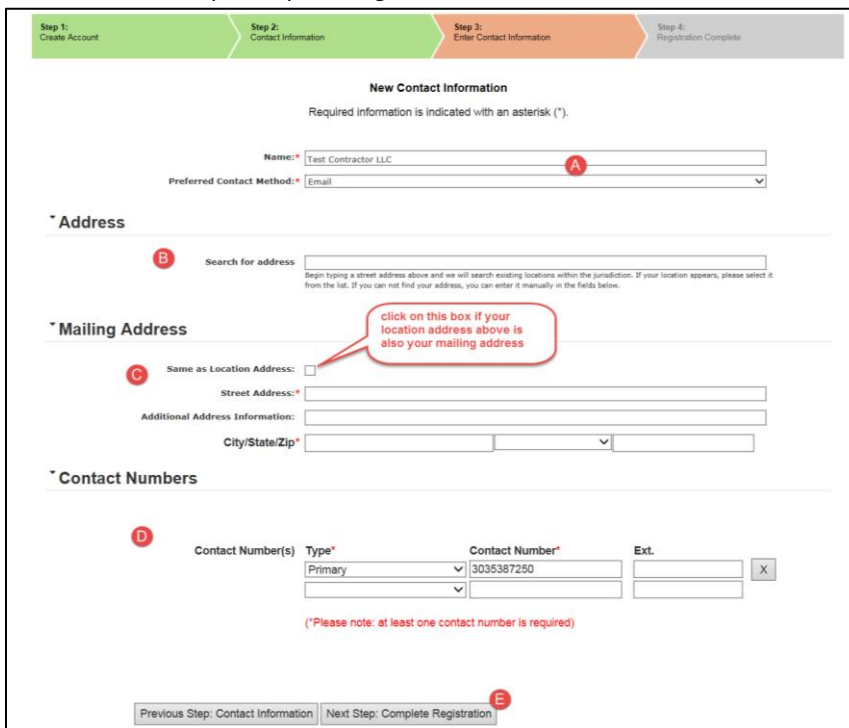
- A. Are you trying to register as a contractor? Select NO.
 - i. Answering Yes to this question will prompt you to enter a license number. This only applies to existing contractors previously registered in our system. Make sure to answer NO.
- B. Are you trying to register as a business owner? Select NO.



The screenshot shows the 'Contact Information' form. At the top, there is a progress bar with three steps: Step 1: Create Account (green), Step 2: Contact Information (orange), and Step 3: Registration Complete (grey). The form title is 'Contact Information'. Below the title, there are two questions with 'Yes' and 'No' buttons. The first question is 'Are you trying to register as a contractor?'. The 'No' button is highlighted with a red circle 'A'. The second question is 'Are you trying to register as a business owner?'. The 'No' button is highlighted with a red circle 'B'.

5. Step 3: Enter Contact Information

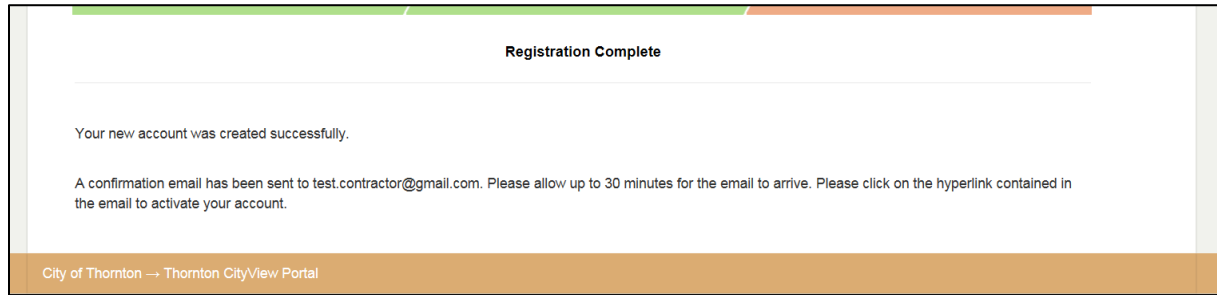
- A. Enter your **Name** and select your **Preferred Contact Method**
 - i. If you select email as your preferred method we will be able to send you email notifications.
- B. Use the **Address** section to search for your address if you are located in the city of Thornton. Begin typing the address in the **Search for address** box and select from the options listed
- C. If your mailing address is not within the city of Thornton, please manually enter your mailing address under the **Mailing Address** section
 - i. Please note: Only click on the **Same as Location Address** box if you found your address on Section B, and the address listed on Section B is also your mailing address
- D. Enter your contact phone number(s) and select the type (Primary, Cell, etc.)
- E. Select Next Step: *Complete Registration*



The screenshot shows the 'New Contact Information' form. At the top, there is a progress bar with four steps: Step 1: Create Account (green), Step 2: Contact Information (green), Step 3: Enter Contact Information (orange), and Step 4: Registration Complete (grey). The form title is 'New Contact Information'. Below the title, it says 'Required information is indicated with an asterisk (*)'. The form has several sections: 'Name' with a text box containing 'Test Contractor LLC' (highlighted with a red circle 'A'); 'Preferred Contact Method' with a dropdown menu set to 'Email'; 'Address' section with a 'Search for address' text box (highlighted with a red circle 'B') and a note below it: 'Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you can not find your address, you can enter it manually in the fields below.'; 'Mailing Address' section with a 'Same as Location Address' checkbox (highlighted with a red circle 'C') and a note above it: 'click on this box if your location address above is also your mailing address'; 'Street Address', 'Additional Address Information', and 'City/State/Zip' text boxes; 'Contact Numbers' section with a table for 'Contact Number(s)', 'Type', 'Contact Number', and 'Ext.' (highlighted with a red circle 'D'). The table has one row with 'Primary' type and '3035387250' number. A note below the table says '(*Please note: at least one contact number is required)'. At the bottom, there are two buttons: 'Previous Step: Contact Information' and 'Next Step: Complete Registration' (highlighted with a red circle 'E').

6. **Step 4: REGISTRATION IS COMPLETE!**

The following message will appear on the screen if the registration is successful.



7. You will then receive a confirmation email to the email address used to register for the portal. The email will contain a hyperlink to **activate your account**. Make sure to check your spam or junk email folder if you do not receive the email.

****Please note that the email address used to register is also your login ID****

8. **NOW THAT YOU ARE REGISTERED, YOU NEED TO LOGIN TO YOUR PORTAL ACCOUNT. THEN FOLLOW THE INSTRUCTIONS TO APPLY FOR A NEW CONTRACTOR LICENSE.**

9. **AFTER YOU RECEIVE YOUR NEW LICENSE, YOU WILL HAVE TO LOGIN TO YOUR PORTAL ACCOUNT AND FOLLOW THE INSTRUCTIONS TO LINK YOUR ACCOUNT TO AN EXISTING CONTRACTOR.**