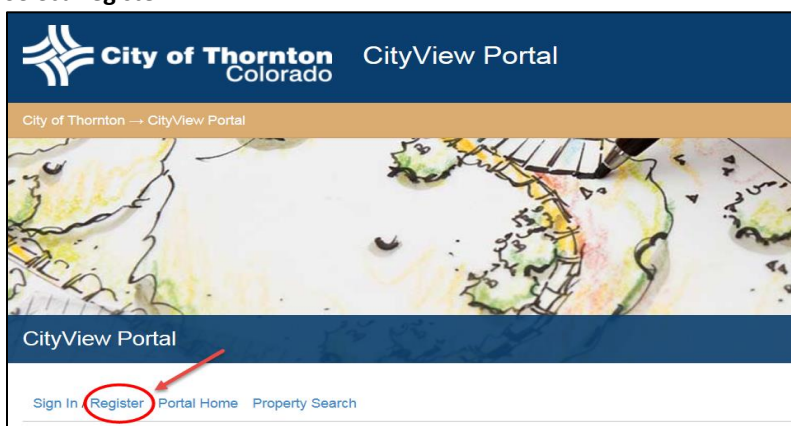


REGISTER FOR A CITYVIEW PORTAL ACCOUNT-EXISTING CONTRACTOR BEFORE YOU BEGIN...

- Make sure you use the email address associated with your contractor's license to register.
- If you do not have the email associated with your contractor's license, you will need your Licensee Number (Contractor Number) that begins with LCC....
- 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.
- If you are a contractor not previously licensed with the City of Thornton, **do not proceed**. Please follow the instructions for registering as a New Contractor. Those instructions are available under Portal Help.

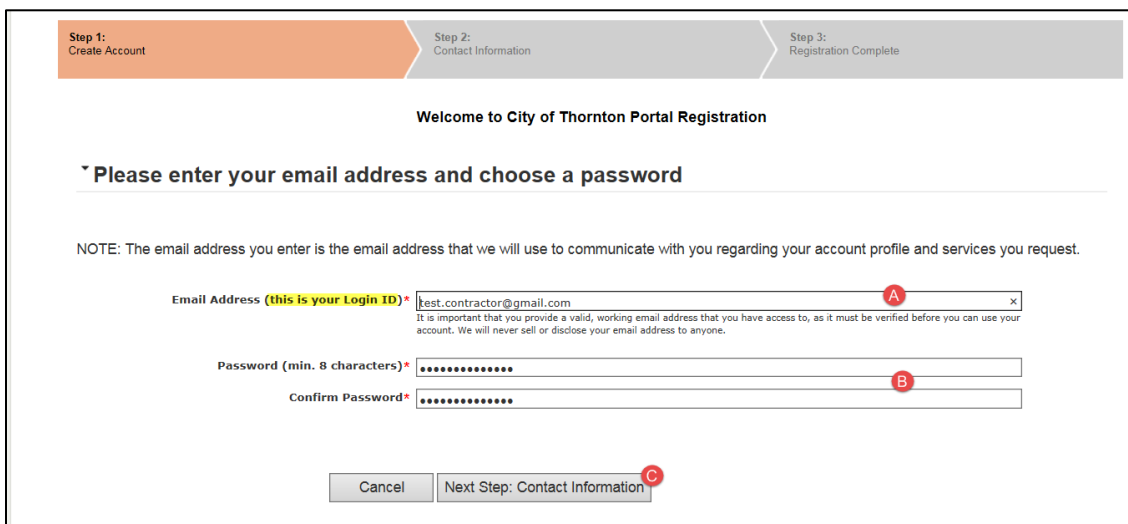
1. Open a web browser and in the navigation bar enter: <https://cityviewportal.thorntonco.gov/>

2. Select **Register**



3. **Step 1: Create Account**

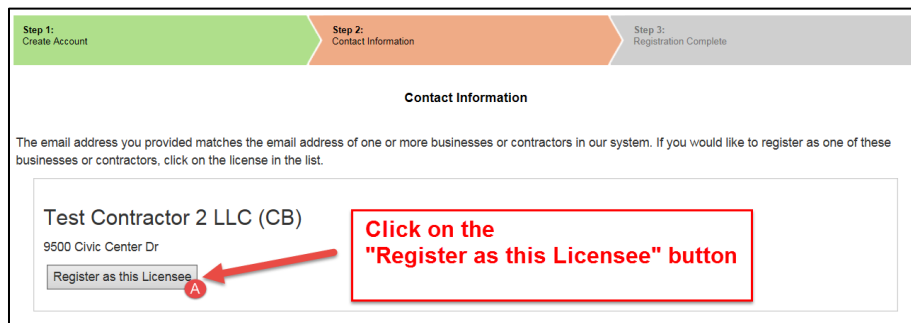
- Enter your **Email Address**
 - Make sure to use the company email address associated with your contractor's license.
- Create a **Password**, then retype that password under **Confirm Password** (minimum 8 characters)
- Select **Next Step: Contact Information**



4. **Step 2: Contact Information**

- I. If the email provided matches the email associated with your contractor's license, you will see the following screen.

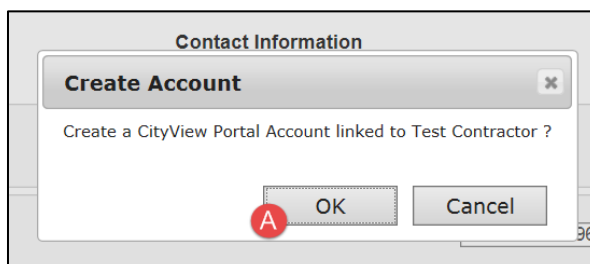
- A. Click on the **Register as this Licensee** button.



****IF YOU DO NOT SEE YOUR COMPANY NAME ON THE SCREEN PLEASE STOP AND CONTACT OUR OFFICE FOR ASSISTANCE****

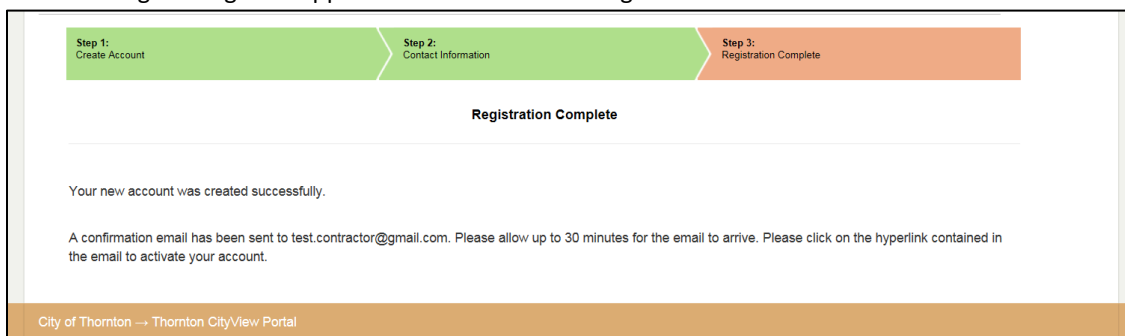
5. Link your account to your Contractor License

- A. A screen will appear asking if you want to link your portal account to your contractor license. Click OK.



6. **Step 3: REGISTRATION IS COMPLETE!**

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



You will now receive a confirmation email to the email address associated with your contractor's license. The email will contain a hyperlink to activate your account. Click on the hyperlink and enter your login email and password 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****