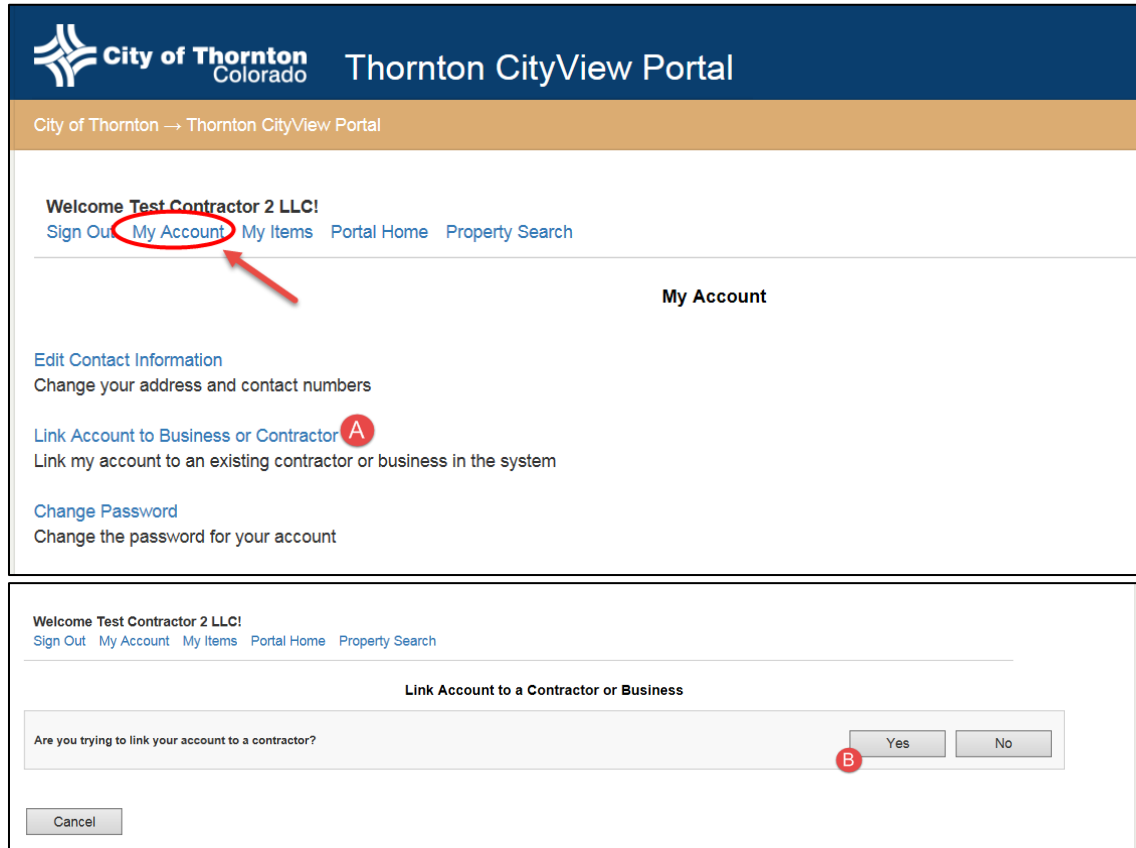


Linking Your CityView Portal Account to an Existing Contractor

BEFORE YOU BEGIN ...

- Do not proceed until you have registered for a portal account.
- You will need your Licensee (Contractor) Number that starts with LCC...
- Only one portal account can link to a contractor. If there are several employees in your office please make sure that everyone is using the single company login. If a second login is created and you try to link your contractor account to that login the original link will be broken and you will not be able to view all your permit applications/history/documents.

1. Log in to your CityView Portal account. <https://cityviewportal.thorntonco.gov/>
2. Navigate to the **My Account** page by clicking on the hyperlink below your name.
 - A. Select the **Link Account to Business or Contractor** link
 - B. Are you trying to link your account to a contractor? Select **YES**



City of Thornton Colorado Thornton CityView Portal

City of Thornton → Thornton CityView Portal

Welcome **Test Contractor 2 LLC!**
Sign Out **My Account** My Items Portal Home Property Search

My Account

[Edit Contact Information](#)
Change your address and contact numbers

[Link Account to Business or Contractor](#) **A**
Link my account to an existing contractor or business in the system

[Change Password](#)
Change the password for your account

Welcome **Test Contractor 2 LLC!**
Sign Out My Account My Items Portal Home Property Search

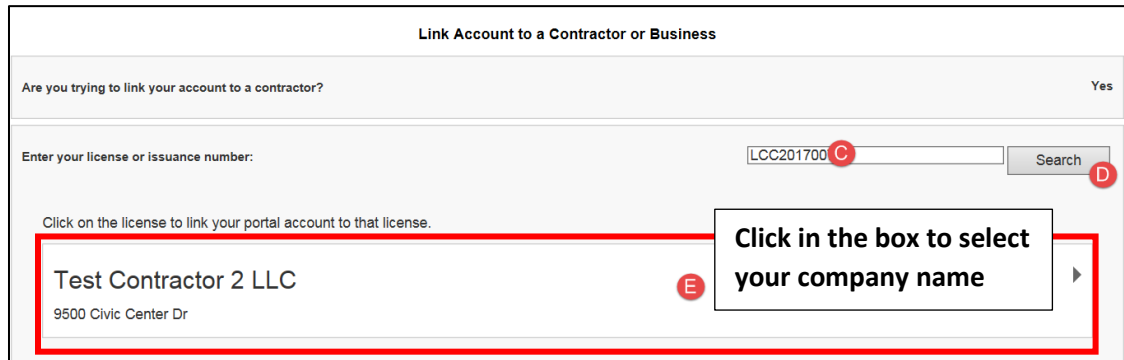
Link Account to a Contractor or Business

Are you trying to link your account to a contractor?

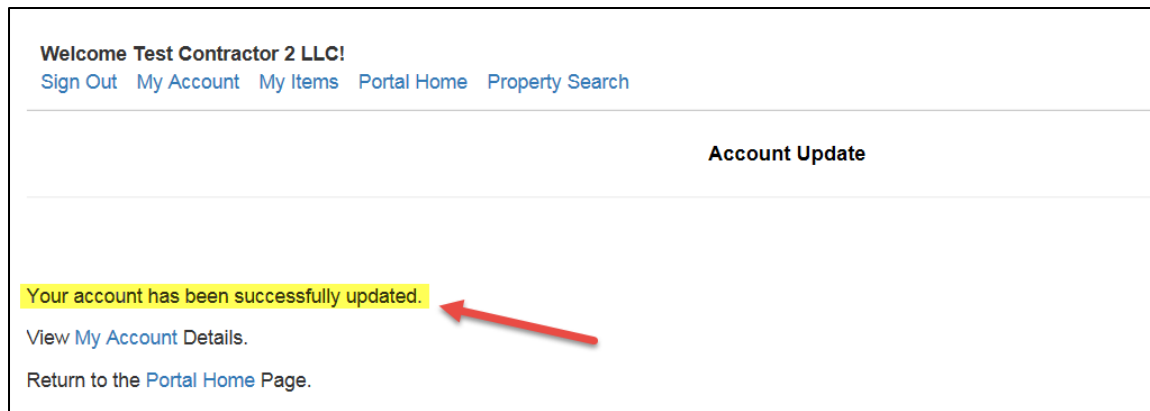
B Yes No

Cancel

- C. **Type in your Licensee (Contractor) Number** that starts with LCC
- D. Click on **Search**
 - i. If the system recognizes the licensee number you entered you will be able to select it. If you do not see your contractor name, please enter the correct licensee number and search again.
- E. Select your Contractor Name by clicking on the name.



- 3. A screen will appear for you to confirm that you want to link to the contractor you selected. Click on **OK** to proceed.
- 4. A confirmation will appear on the screen stating that an email will be sent to update your account.
- 5. An email will be sent to the email address associated with the contractor license to confirm the request. Click on the hyperlink on the email and login to your portal account to complete the process.
- 6. If the linking is successful, you will see the following message on the screen.



- 7. You can now view all permits associated with the contractor you linked to. Click on My Items to access your Permit Applications.