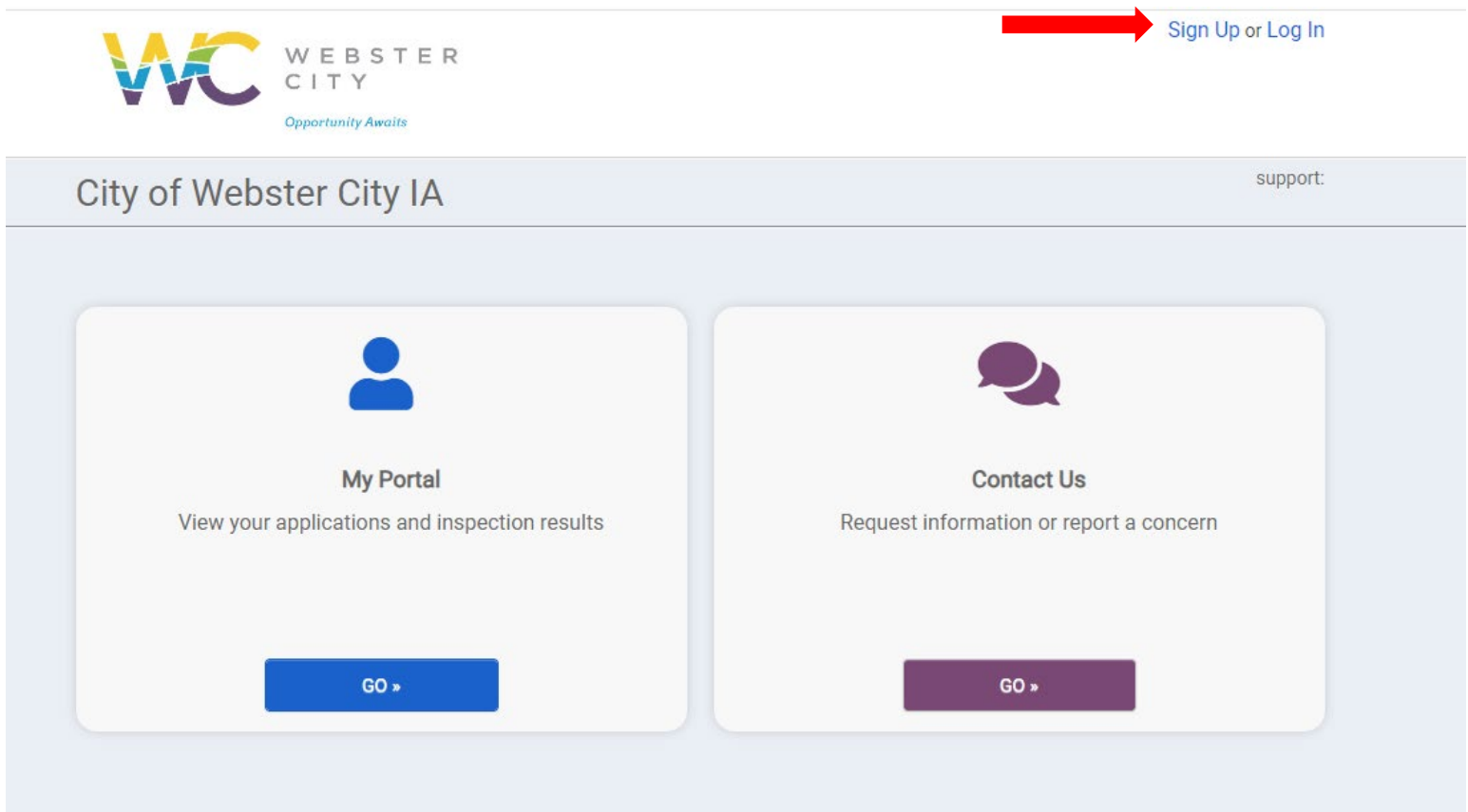


How to Create a Portal Account

Step 1: Go to our [Portal](#) website.

Step 2: Select “Sign Up”.



The screenshot shows the top navigation bar of the City of Webster City website. On the left is the logo with the tagline "Opportunity Awaits". On the right is a red arrow pointing to the "Sign Up or Log In" link. Below the navigation bar is a header section with "City of Webster City IA" on the left and "support:" on the right. The main content area features two large buttons: "My Portal" (with a person icon and a blue "GO »" button) and "Contact Us" (with a speech bubble icon and a purple "GO »" button).



Step 3: Enter the requested information below.

1 Account

2 Contact

3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →



Step 4: Enter your contact information.

1 Account 2 **Contact** 3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

Step 5: Review your information.

1 Account 2 Contact 3 Review

Review the information below

Account [edit](#)
webstercity@webstercity.com

Contact [edit](#)
Webster City
DISPLAY NAME: Webster City
400 Second St
Webster City, IA 50595

515-832-9151 WORK

I agree to the [Terms And Conditions](#)

[✓ CREATE MY ACCOUNT](#)

Step 6: Review the Terms & Conditions and then select box and “Create My Account”

1 Account 2 Contact 3 Review

Review the information below

Account [edit](#)
webstercity@webstercity.com

Contact [edit](#)
Webster City
DISPLAY NAME: Webster City
400 Second St
Webster City, IA 50595

515-832-9151 WORK

I agree to the [Terms And Conditions](#)

[✓ CREATE MY ACCOUNT](#)