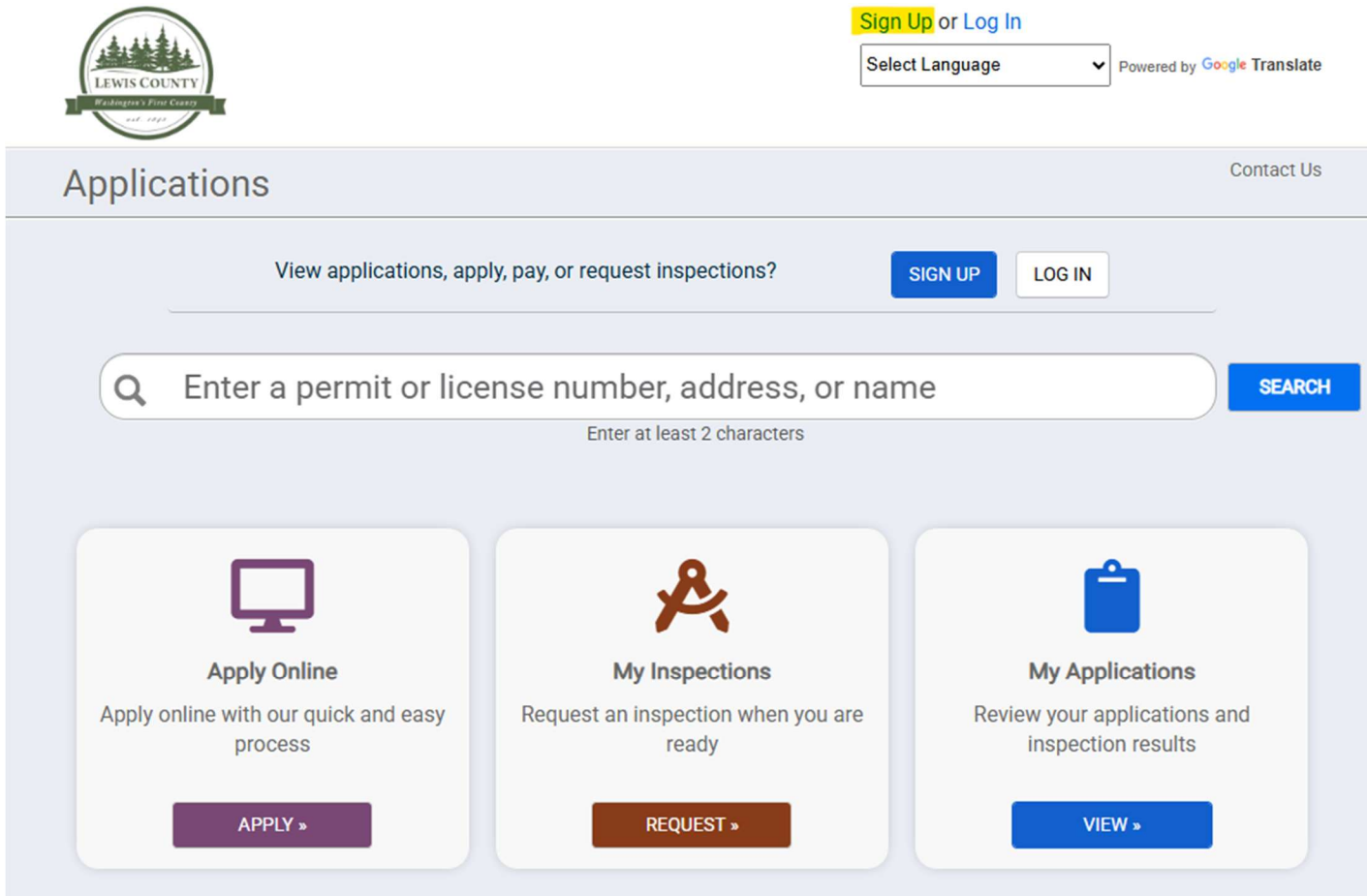


## Setting up a SmartGov Online Portal Account

The first step to setting up a portal account is to go to the Lewis County Community Development webpage located here: <https://lewiscountywa.gov/departments/community-development/>

There will be a link to click on to access the public portal. The main page will look like the screenshot below. You will click on sign up.




The screenshot shows the Lewis County Community Development SmartGov Online Portal. At the top left is the Lewis County logo, which includes a circular emblem with trees and the text "LEWIS COUNTY" and "Washington's First County". To the right of the logo are links for "Sign Up" (highlighted in yellow) and "Log In". Below these links is a "Select Language" dropdown menu and a "Powered by Google Translate" notice. The main header area is titled "Applications" and includes a "Contact Us" link. Below the header is a navigation bar with the text "View applications, apply, pay, or request inspections?" and buttons for "SIGN UP" and "LOG IN". A search bar is located below the navigation bar, with the placeholder text "Enter a permit or license number, address, or name" and a "SEARCH" button. Below the search bar is a note that says "Enter at least 2 characters". The main content area features three large, rounded rectangular buttons. The first button is titled "Apply Online" with a computer monitor icon and the text "Apply online with our quick and easy process", with an "APPLY »" button below it. The second button is titled "My Inspections" with a person icon and the text "Request an inspection when you are ready", with a "REQUEST »" button below it. The third button is titled "My Applications" with a clipboard icon and the text "Review your applications and inspection results", with a "VIEW »" button below it.

**Applications** [Contact Us](#)

View applications, apply, pay, or request inspections? [SIGN UP](#) [LOG IN](#)

Search: Enter a permit or license number, address, or name [SEARCH](#)


Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process


[APPLY »](#)



### My Inspections

Request an inspection when you are ready

[REQUEST »](#)




### My Applications

Review your applications and inspection results

[VIEW »](#)

Once you click on sign up, it will prompt you to enter in your email address and set up a password for your account.



1 Account 2 Contact 3 Review

### Create a Portal Account

Do you already have an account? If so, then [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.**

If you were given an access code, you can enter that in, if not, then go ahead and hit next.

The next page is entering in contact information. Once the contact information is entered, then hit next to move to next page.



1 Account

2 Contact

3 Review

### Your Contact Information

First Name: \*

Test First Name

Last Name: \*

Test Last Name

Display Name: \*

Test Last Name, Test First Name

---

Address: \*

125 NW Chehalis Ave

City: \*

Chehalis

State: \*

WA

▼

Zip Code: \*

98532

e.g. 12345 or 12345-6789

---

Phone #: \*

(123) 456-7890

e.g. (555) 555-5555

Phone Type: \*


WORK

▼

← PREVIOUS

NEXT →

The last page is confirming the information that was just put in. If the contact information looks good, there will be a box to check next to terms and conditions. Once checked, then select create my account.



1 Account      2 Contact      3 Review

**Review the information below**

**Account** [edit](#)  
Testing@lewiscountywa.gov

---

**Contact** [edit](#)  
Test First Name Test Last Name  
DISPLAY NAME: Test Last Name, Test First Name  
125 NW Chehalis Ave  
Chehalis, WA 98532  
  
123-456-7890 WORK

---

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

[✓ CREATE MY ACCOUNT](#)

By selecting create my account, your account has now been created. It will send an email to the email account you provided and you will have to click on the link to validate the email. Once validated, you would then have the ability to apply for permits, check progress of submitted applications, and request inspections.