

City of Beaumont Permitting Portal

New Account Sign Up Guide

1. Open a compatible web browser and navigate to <https://cityworks.beaumonttexas.gov/OnlineApplications/>
 - a. Microsoft Edge
 - b. Google Chrome
 - c. Mozilla Firefox
2. Select **Sign Up**

A screenshot of the login page. At the top, it says "Log In". Below that, there is a link "Don't have an account? Sign Up" which is highlighted with a red rectangle. Underneath are fields for "Username" and "Password". At the bottom right is a "Log In" button. Below the button are links for "Forgot Password?" and "5.1-Release".

3. Enter in your information you want to use for your login credentials and your contact information.

Apply for a login

All fields are required

CREDENTIALS:

Email Address
test@beaumonttexas.gov

✓ Login Id is Available

Password

Confirm Password

CONTACT INFORMATION:

First Name
Joe

Last Name
Contractor

Address
5465 ABC Avenue

City
Beaumont

State
TX

Zip
77701

Home Phone
1234567890

Mobile Phone
3216549870

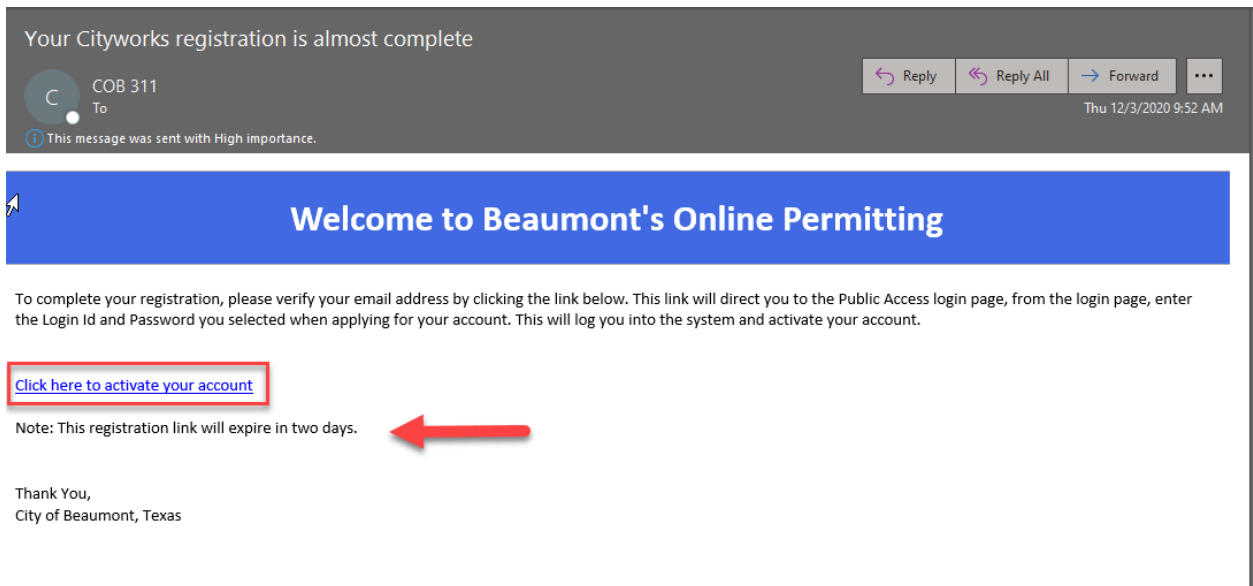
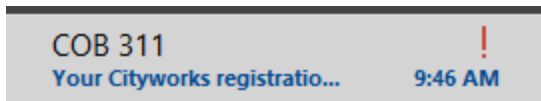
Register

Cancel

4. If your registration is successful you will receive the following screen.

Your request for a new login was successfully submitted. Please check your email for account verification.

5. Please check your email for the account verification email.
 - a. Click on the link provided in the email to verify your email address.
 - b. Please note that the activation email expires after 2 days.



6. You will be directed to the login page.
 - a. Log in with your credentials that you created in step 3.