

# City of Oregon City ePortal Re-registration Instructions for Users with Existing ePortal Accounts

Initial Log-In starting **November 15<sup>th</sup>, 2024**

**Step 1:** Access the [Oregon City Business Licensing Portal](#)

**Step 2:** Select *Register*

re-register with the same email address you have used for this site previously.' Below this is a banner with the text 'Welcome to Oregon City's Online Permitting and Licensing Portal'." data-bbox="44 311 942 588"/>

Permits | Licensing | Inspections

Citizen Self Service Portal

[Login or Register](#)

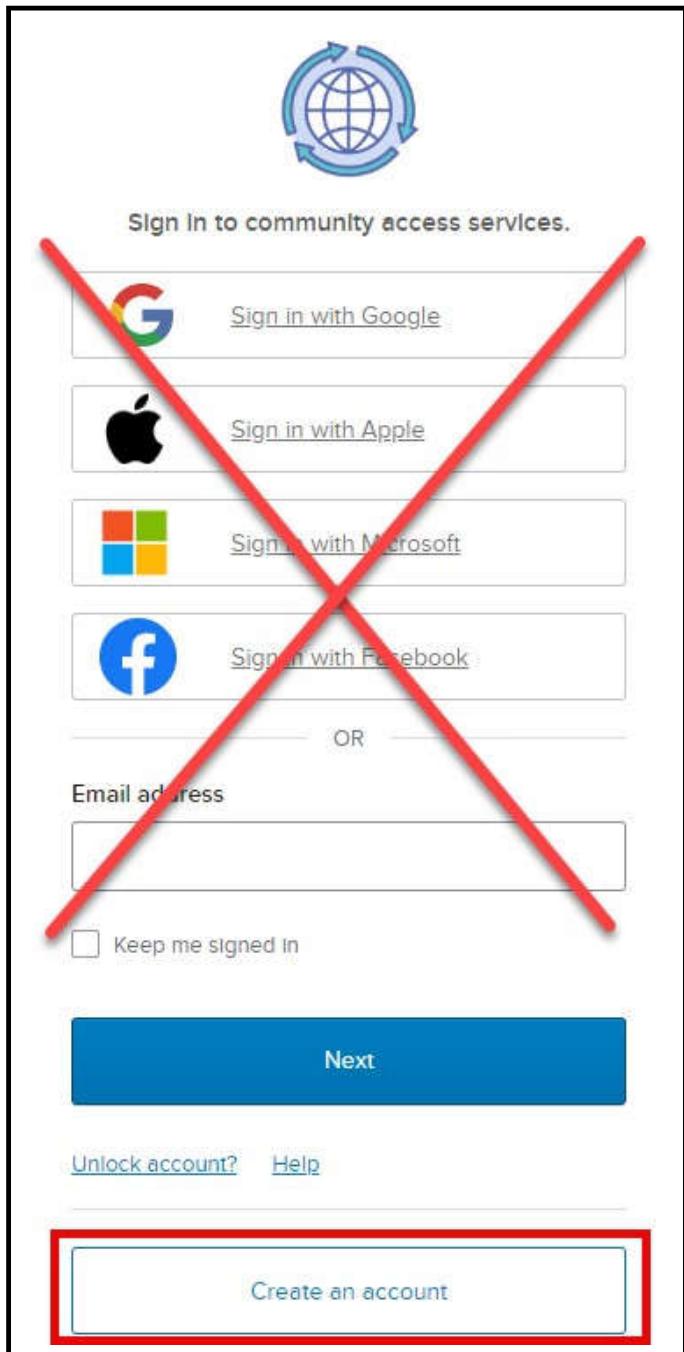
We have upgraded our authentication security to allow more login options for you to use. With this upgrade you will be forwarded to our new authentication service.

If you're being sent to this new authentication for the first time, be sure to [re-register with the same email address](#) you have used for this site previously.

Welcome to Oregon City's Online Permitting and Licensing Portal

**Step 3:** Select the **Create an Account** button at the bottom of the screen.

**NOTE:** *It is important to use the same email address that was put on your initial license application in order to see your existing licenses*



**Step 4:** Complete the form and select the ***Sign-up*** button



Create an account

Email

First name

Last name

Mobile phone Optional

Password

• Eye icon

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

**Sign up**

[Already have an account?](#)

**Step 5:** The system will send a one-time six-digit verification code to the provided email address. The email will originate from Community Access Identity ([noreply@identity.tylerportico.com](mailto:noreply@identity.tylerportico.com)).



Verify with your email  
[business@gmail.com](mailto:business@gmail.com)

We sent an email to [business@gmail.com](mailto:business@gmail.com). Enter the verification code in the text box.

Enter Code

**Verify**

[Return to authenticator list](#)  
[Back to sign in](#)

**Step 6:** If successful, the ePortal Home page will display and the registration process is complete. Navigate to the Dashboard and you will see your license under the '**My Licenses**' section.

## Subsequent Log-In after

For subsequent logins, users can enter their email address and select the **Next** button.

Select if you want to verify your sign in via **Email** or the **Password** you selected during registration.



Sign in to community access services.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

Keep me signed in

**Next** (This button is highlighted with a red box)

[Unlock account?](#) [Help](#)



Verify it's you with a security method

 business@gmail.com

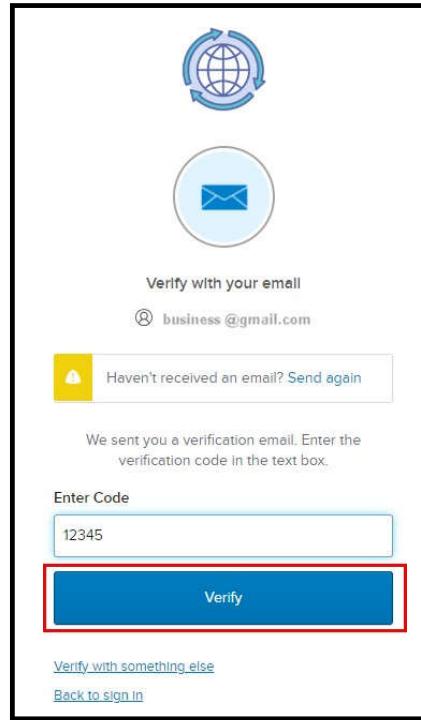
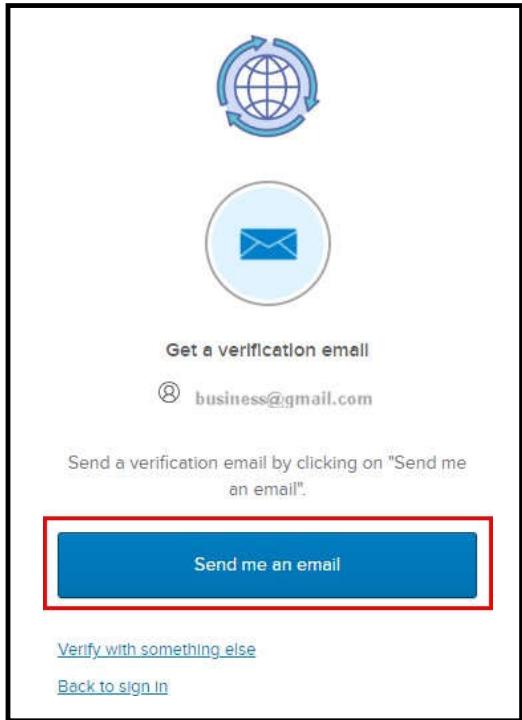
Select from the following options

 Email Select

 Password Select

[Back to sign in](#)

**Email Verification** - Select **Email**. The email authentication method will email you a one-time six-digit code to the provided email address. This email will come from Community Access Identity ([noreply@identity.tylerportico.com](mailto:noreply@identity.tylerportico.com)). Enter the six-digit verification code and press **Verify**.



**Password Verification** – Select Password. Enter the password you selected during re-registration and select Verify.

