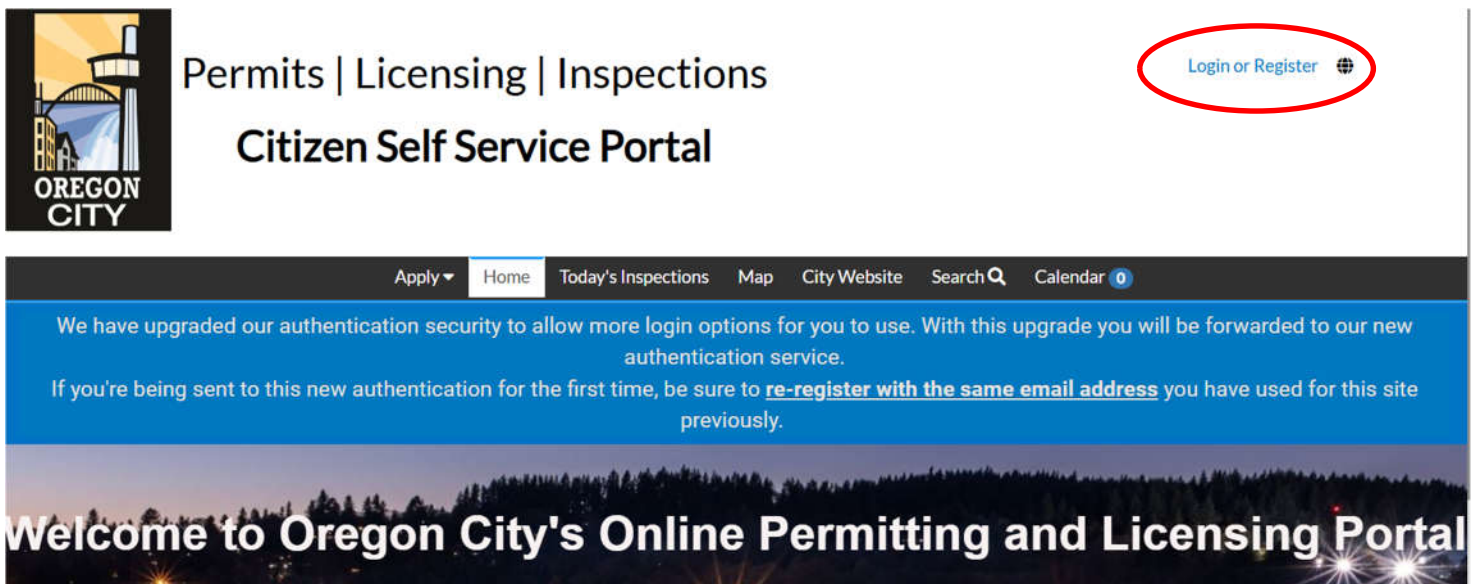


# City of Oregon City ePortal Re-registration Instructions for Users with Existing ePortal Accounts

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

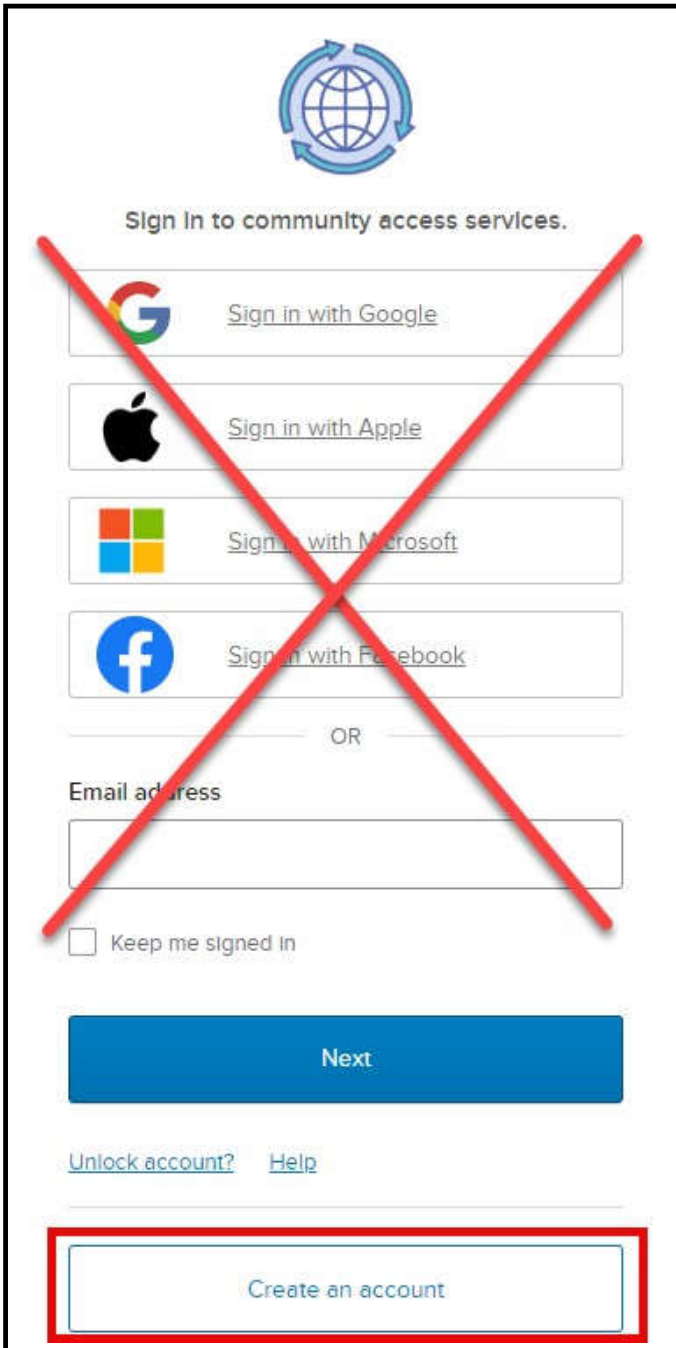
**Step 1:** Access the [Oregon City Business Licensing Portal](#)

**Step 2:** Select *Register*




**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



The image shows a login interface for community access services. At the top is a blue circular icon with a globe and arrows. Below it is the text "Sign In to community access services." There are four sign-in options, each with a logo and a button: "Sign in with Google" (Google logo), "Sign in with Apple" (Apple logo), "Sign in with Microsoft" (Microsoft logo), and "Sign in with Facebook" (Facebook logo). Below these is an "OR" separator. Then there is an "Email address" label and an empty text input field. Below the input field is a checkbox labeled "Keep me signed in". A large red "X" is drawn over the entire sign-in section, from the Google button down to the "Keep me signed in" checkbox. Below the input field is a blue button labeled "Next". At the bottom, there are two links: "Unlock account?" and "Help". At the very bottom, there is a button labeled "Create an account" which is enclosed in a red rectangular box.

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



Create an account

Email

First name

Last name

Mobile phone Optional

Password


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

We sent an email to business@gmail.com. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

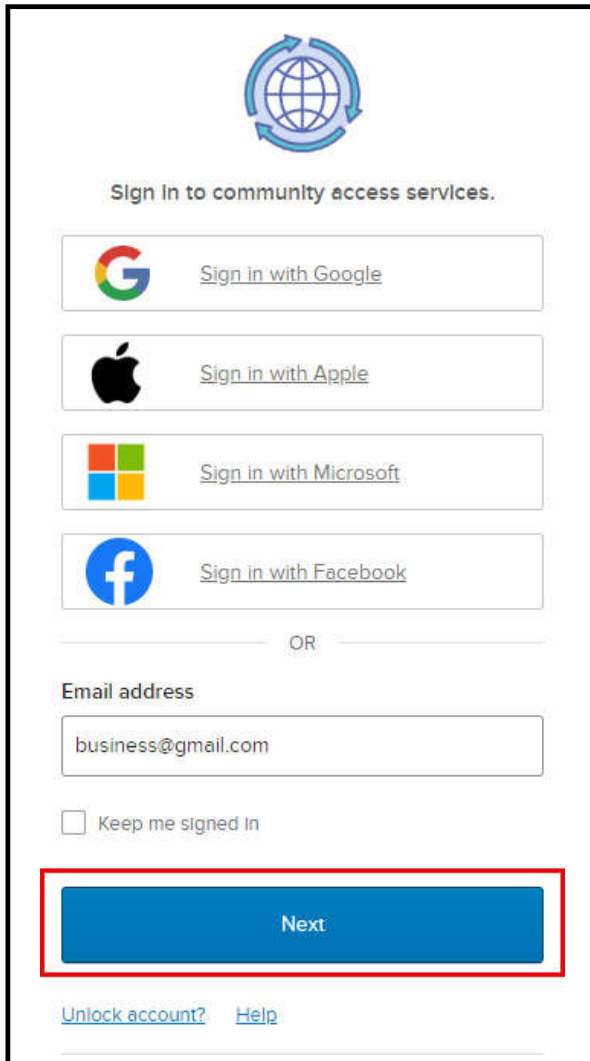
[Back to sign in](#)

**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](#)

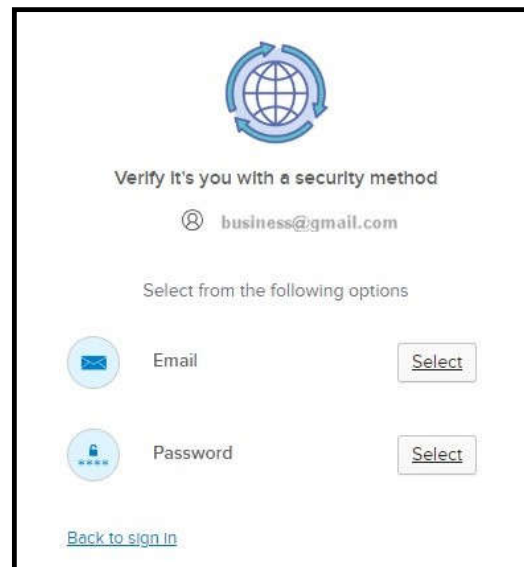
OR

Email address


☐ Keep me signed In

**Next**


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




Verify It's you with a security method

 business@gmail.com

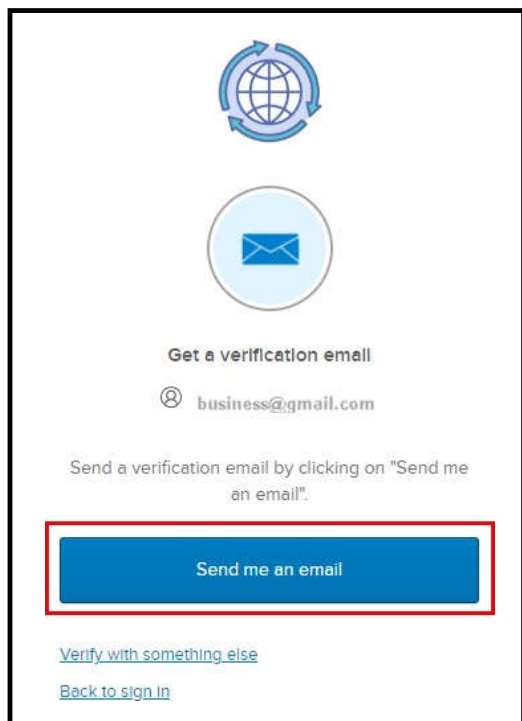
Select from the following options

 Email [Select](#)

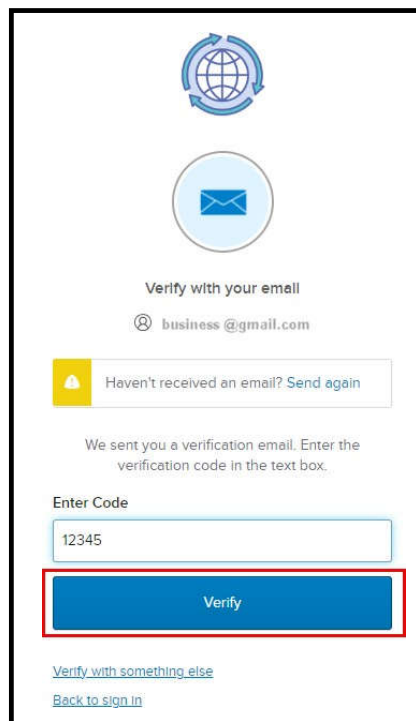
 Password [Select](#)

[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**.

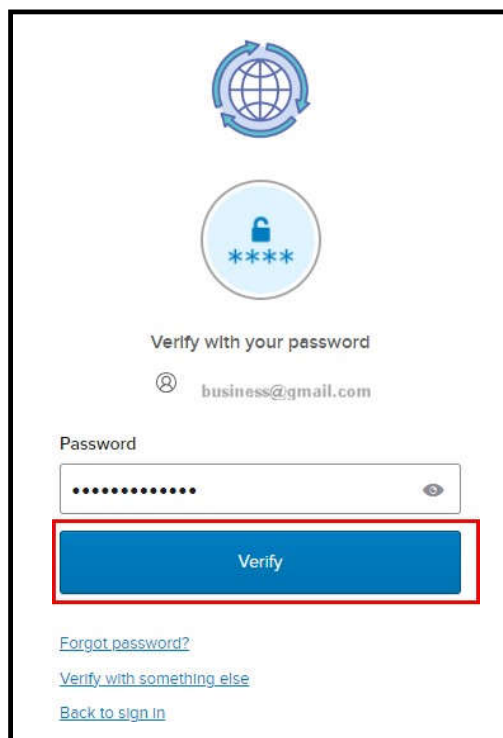


The first screen of the email verification process. It features a globe icon with circular arrows at the top. Below it is a circular icon containing an envelope. The text reads "Get a verification email" followed by the email address "business@gmail.com". A message states: "Send a verification email by clicking on 'Send me an email'." A blue button labeled "Send me an email" is highlighted with a red border. At the bottom, there are two links: "Verify with something else" and "Back to sign in".



The second screen of the email verification process. It features the same globe icon at the top. Below it is a circular icon containing an envelope. The text reads "Verify with your email" followed by the email address "business@gmail.com". A yellow bell icon is next to the text "Haven't received an email? [Send again](#)". A message states: "We sent you a verification email. Enter the verification code in the text box." Below this is a text input field labeled "Enter Code" containing the value "12345". A blue button labeled "Verify" is highlighted with a red border. At the bottom, there are two links: "Verify with something else" and "Back to sign in".

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



The password verification screen. It features a globe icon with circular arrows at the top. Below it is a circular icon containing a padlock and four asterisks. The text reads "Verify with your password" followed by the email address "business@gmail.com". Below this is a text input field labeled "Password" with masked characters (dots). A blue button labeled "Verify" is highlighted with a red border. At the bottom, there are three links: "Forgot password?", "Verify with something else", and "Back to sign in".