



## DPD Project Portal Account Setup

### Signing Up for a Seattle.gov Account

1. To get an account, click the **Sign up for an account** link.

#### New Users

Before you can begin, you'll need to set up a Seattle.gov account with a user ID and password. This account will allow you to access a number of DPD's online services, including [Electrical Permits Online](#).

[Sign up for an account](#)

- ➔ If you already have a Seattle.gov account, see how to [set up your portal account](#).
2. Enter your e-mail address in both fields and click **Send**.

### Sign Up for Your New User Account

Please enter a valid e-mail account to use as your login. An e-mail message will be sent to you with further instructions to complete your request for a new user account.

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**E-mail:**

**Confirm E-mail:**

3. When you receive your confirmation e-mail, click the link inside the e-mail. Follow the instructions on the page to select a password. When you are notified that your account has been created, click the **Log In** button.

### Sign Up for Your New User Account

Your account has been successfully created.



## Setting Up Your Portal Account

1. After you log in to your Seattle.gov account, click the **Set up my account** link.

### Set Up Your DPD Account

Now that you've created a Seattle.gov account, we need some more information to set up your DPD account. You need to complete this information before you can begin using the system—you can change it later by visiting My Account.

**There are two steps to setting up your account:**

- 1) Selecting or creating your contact information (required)
- 2) Setting your e-mail notification preferences (required)

[Set up my account](#)

2. To find your DPD contact record, enter your first or last name or business name and click **Find**.

### Set Up Your DPD Account

**1 Contact Information** **2 E-Mail Notification**

In order to notify you about project status and to automatically include your information on permit applications that you create, we need your contact information. If you have applied for a permit or visited DPD in the past, you may already have a contact record, so the first step is to search for an existing record. After you search, you will have the option to create a new record if none are found.

\*Enter the first or last name or business name   Exact match

**Find**

- ➡ Search for your name even if you don't think you have a contact record—you'll have the opportunity to create a new record if one doesn't exist.

3. If you find a record that matches your information, select the check box next to your record and click **Next**. If you don't find a record, click the **create a new one** link at the bottom of the page.

#### Search Results

Select the contact you want to use and click the Save button. To search again, enter new search criteria and click Find.

Contact/ Contractor ID	Name	Address	City	Zip Code	Organization	
<input type="checkbox"/>	AC103829	SMITH, STEVE	1111 EAST JOHN STREET UNIT #6	SEATTLE	98102	
<input type="checkbox"/>	AC11496	SMITH, STEVE	3607 :	SEATTLE	98126	
<input type="checkbox"/>	AC119976	SMITH, STEVE	8003 :	SEATTLE	98134	
<input type="checkbox"/>	AC120114	SMITH, STEVE	8003 :	SEATTLE	98115	
<input type="checkbox"/>	AC123520	SMITH, STEVE	9500 :	SEATTLE	98115	PETER WILL LAKE CITY LLC
<input type="checkbox"/>	AC137215	SMITH, STEVE	5757 :	SEATTLE	98105	
<input type="checkbox"/>	AC142646	SMITH, STEVE	2105 :	SEATTLE	98119	
<input type="checkbox"/>	AC25227	SMITH, STEVE	9500 300	SEATTLE	98155	STEVE SMITH DEVELOPMENT LLC
<input type="checkbox"/>	AC56027	SMITH, STEVE	12352	SEATTLE		
<input type="checkbox"/>	AC5983	SMITH, STEVE	5757 :	SEATTLE		

If you didn't find a record, you can [create a new one](#)

[Previous](#) [Next](#)



- Enter your information, making sure to complete all the fields marked with an asterisk (\*) and click **Next**.

Enter your contact information, making sure to complete all required fields, then click the Next button. To return to contact search options, click Previous.

\*First Name:  \*Last Name:  MI:

Organization:

\*Address:  \*State:

\*City:  \*Zip Code:

\*Day Phone: (  )  -  ext:  Cell Phone: (  )  -

\*E-mail:  Fax: (  )  -

- Click **Next** when you're notified that the contact has been successfully linked.

**1** [Contact Information](#) **2** [E-Mail Notification](#)

You have successfully linked the following contact with your account.

Name	Address	City	Organization	Zip Code	Day Phone	Email
SMITH, STEVE	1111 EAST JOHN STREET	SEATTLE		98102	(206)228-4953 x	MONK@BLUERAT.COM

- If you want to receive e-mail notification when events occur on your projects, select the E-mail me check box.

**1** [Contact Information](#) **2** [E-Mail Notification](#)

E-mail me when I need to take action on my application (e.g., pay fees) and when reviews and inspections are completed

DPD will send a message to the e-mail associated with your user account (the e-mail you use to sign on with) when:

- A preliminary application has been processed or returned for more information
- A fee must be paid to DPD
- A pre-application site visit request has been accepted
- A pre-submittal conference request has been received
- A permit application intake appointment has been scheduled
- A permit application has been accepted/rejected
- A review of your project requires corrections
- A permit is ready for issuance
- You have successfully uploaded documents to DPD

If you want to change your sign-on e-mail, you can do it after you finish this process by visiting My Account.

- Click **Finish**.
- To start working with projects, click **Project Portal**. To change any of your account settings, click **My Account**.

### Set Up Your DPD Account

Thank you! Your account has been set up and you're ready to use the Project Portal.

#### Get Started

Go to the [Project Portal](#)

#### Change Account Setting

Visit [My Account](#)