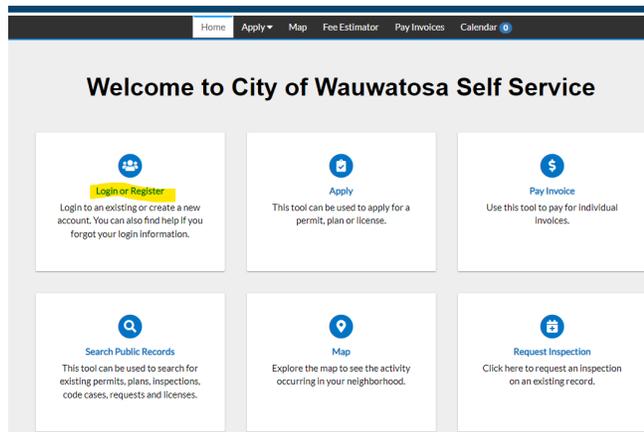




How to Create an Account – Request a License or Permit City of Wauwatosha

1. Go to Wauwatosha.net/permits and look for the link to the self-service portal.

2. Click Login or Register



3. Enter a valid email address:

Registration

Step 1 of 4: Email Address

Email [Next](#)

4. A link will then be sent to email address

Registration

Step 1 of 4: Email Address

Email [Next](#)

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

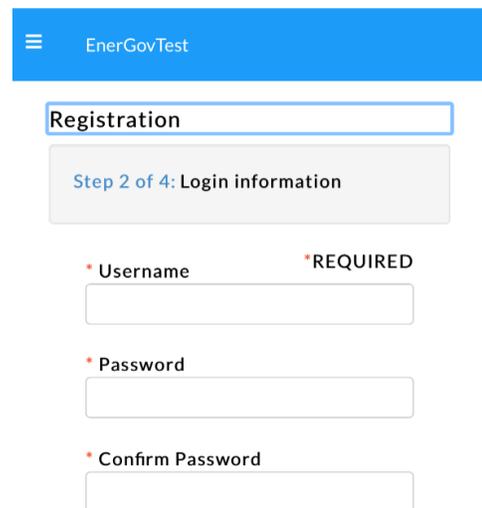
5. Click Confirm on email

Subject: Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

6. This link will take you back to the self-service where you will create a username & password:



The screenshot shows a web interface for 'EnerGovTest'. At the top, there is a blue header with a hamburger menu icon and the text 'EnerGovTest'. Below the header is a white box with the word 'Registration' in blue. Underneath that is a grey box with the text 'Step 2 of 4: Login information'. The form contains three required fields, each with a red asterisk: 'Username', 'Password', and 'Confirm Password'. Each field has a corresponding empty text input box.

7. Complete Required Fields (First Name, Last Name, Company & Contact Preference:

EnerGovTest

Registration

Step 3 of 4: Personal Info

*REQUIRED

First Name
Test

Middle Name
E

Last Name
Test

Company
ABC company

* Contact Preference
Email

8. Complete required fields and select submit:

Registration

Step 4 of 4: Address

*REQUIRED

* Address
7725 W North Ave

Apartment, suite, unit, floor, (optional)

City
Wauwatosa

State
WI

Postal Code
53213

Back Submit

Congratulations! You have successfully created an account with online permitting & planning.