

How to create an account in the Permitting and Licensing Self Service Portal

Use this link to access the Self Service Portal:

https://tulsaok-energovweb.tylerhost.net/apps/selfservice#/home

If you have any issues after following this guide, please contact us:

- 918-596-9456
- cotdevsvcs@cityoftulsa.org
- From the Self Service Portal, click the "Login or Register" link in the upper right corner.



2. A message box will appear: "We have upgraded our authentication security and allow for more login options for you to use. With this upgrade, you will now be forwarded to our new authentication service..."

Existing account users: Use the same email address used for your existing Self Service Portal account for registration (login will link to your existing account based on this email address. If a different email address is entered, the account will not be found).

Click the "Continue" button.

()	We have upgraded our authentication security and allow for more login options for you to use. With this upgrade, you will now be forwarded to our new authentication service.	English Register
	If you're being sent to this new authentication for the first time, be sure to register	
	with the same email address you used previously.	
	Cancel	

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3. You will be directed to the TID-C (Tyler Identity – Community) Login Portal.

Existing Users may login by entering the same email address used for your existing Self Service Portal account in the "Email Address" field.

<u>New Users:</u> Select the "Create an account" button at the bottom of the dialog box.

Sign in to community access services for City
of Tulsa
Email address
Keep me signed in
Next
OR
Sign in with
Unlock account?
Create an account

- 4. Complete "Create an account" fields:
 - <u>Existing Users:</u> use the same email address used for your existing Self Service Portal account (login will link to your existing Self Service Portal account based on this email address. If a different email address is entered, the account will not be found)
 - <u>New Users:</u> input an email address that will be used for your login and verification
 - Optional fields are marked as "Optional"
 - Create your new password using the requirements listed
 - Click the "Sign up" button

Create an account	
Fields are required unless marked op	otional.
Email	
First name	
Last name	
Mobile phone	Optional
Password requirements:	
× At least 8 characters	
× A lowercase letter	
× An uppercase letter	
× A number	
No parts of your username	
Password	
	0
Sign up	



5. A confirmation email with verification code will be sent to the email address provided.



- Open the confirmation email message that was sent to your email address.
- 7. Find the verification code in the body of the email to verify your account.



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      Welcome to your Community Access account!

      Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

      Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

      Learn more about Community Access.

      To verify your email address and activate your account enter the verification code 986573

      This is an automatically generated message from Community Access. Replies are not monitored or answered.
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8. Type the verification code into the verification code field, then click the "Verify" button.

If you did not receive a confirmation email, click the "Send again" link in the yellow message box.





You will be prompted to set up Multi-Factor

9. Authentication (MFA) as a security method for your account by selecting from the choices provided.

(Setting up MFA will help keep your account more secure, but this step is optional. If you choose not to set up MFA at this time, click the "Back to sign in" link.)

Click "Continue"

After MFA setup is complete:

Existing Users will be directed to the Self Service Portal. **New account setup is complete.**

<u>New Users</u> will be directed to the Permitting and Licensing Self Service Registration Page. (Continue to Step 10)

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t up	optional
Go	ogle Authenticator
Ente	er a temporary code generated from the
Goo	gle Authenticator app.
Use	d for access
Set	:up →
	Okta Verify
2	Okta Verify is an authenticator app,
	installed on your phone or computer,
	used to prove your identity
	Used for access
	Set up →
Pho	one
Veri	fy with a code sent to your phone
Use	d for access
Set	aup →
	Continue

10. New Users will be directed to the Permitting and Licensing Self Service Registration Page.

Step 1 of 3:

Acknowledgement:

"We have recently enhanced our security. Click on continue to validate your information or create your profile with us."

Click "Continue" to confirm acknowledgement.

Step 2 of 3:

Personal Info:

Complete the fields of the form (required fields are denoted with an asterisk).

Click "Next".

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	Registration		
	Step 1 of 3 Acknowledgement		
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L	Continue		
Registration			
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Step 2 or 3: Personal Into			
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Step 2 or 3: Personal Into			REQUIR
Step 2 or at Personal Into	First Name	Test	*REQUIR
Step 2 of 3: Personal Info	First Name Middle Name	Test	"REQUIR
Step 2 or 3: Personal Into	First Name Middle Name	Test Account13	"REQUIR
step 2 of 3, Personal into	First Name Middle Name Last Name	Test	"REQUIR
step 2 of 3 Personal into	First Name Middle Name Last Name Company	Test Account13	"REQUIR
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step 2 of a Personal into	First Name Middle Name Last Name Company * Contact Preference * Email Address	Test Account13 Email chyofulsatest13@gmail.com	"REQUIR
Additional Contact Information	First Name Middle Name Last Name Company [*] Contact Preference * Email Address	Test Account 3 Email chyofluisatest 3@gmail.com	"REQUE
Step 2 of a Personal into	First Name Middle Name Last Name Company * Contact Preference * Email Address Business Phone	Test Account13 Email chyofulsatest13@gmail.com (010) 999-9999	"REQUI



Step 3 of 3:

Address:

Input your mailing address (required fields are denoted with an asterisk).

Click "Submit".

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Registration				
Step 3 of 3. Address				
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11. New Users will be directed to a confirmation page:

"Thank you for registering / Thank you for registering a new user account - your account will be activated after it has been reviewed"

