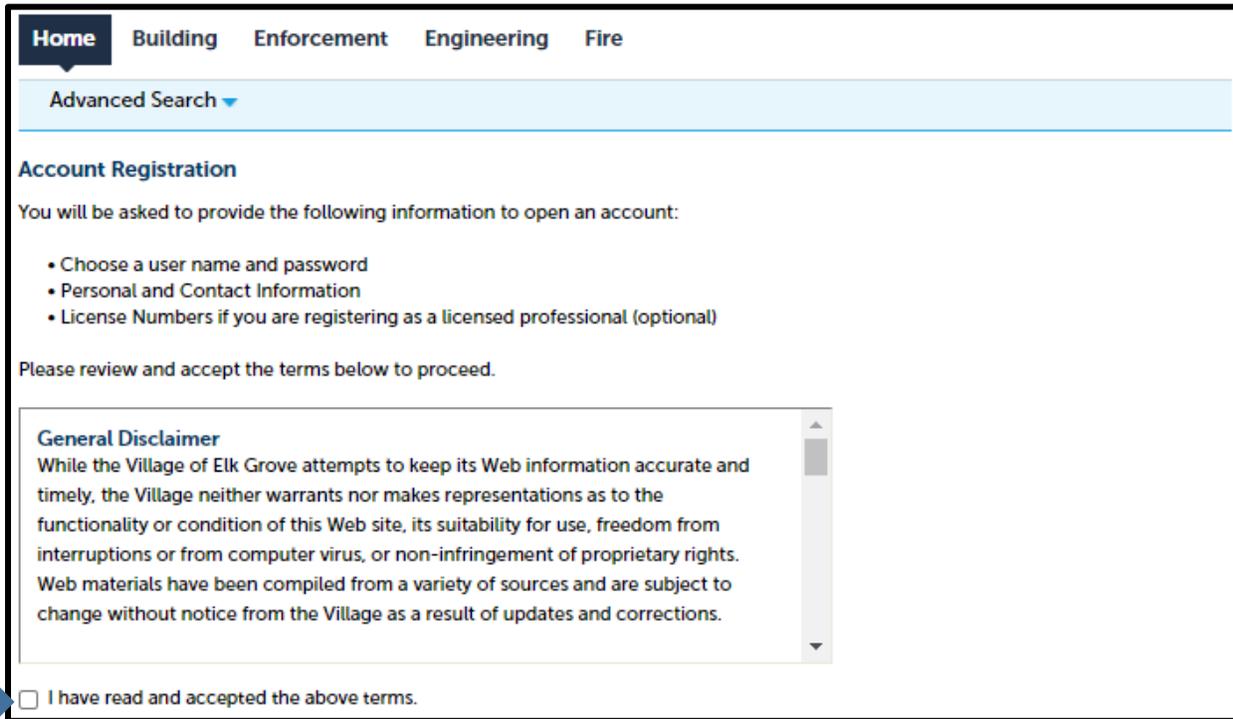# CREATING AN ACCOUNT

Click **Register for an Account**:

Review the terms and check the box if you accept the terms:

Click **Continue Registration.**

Create a **User Name**, **Password** (8-21 characters), **Security Question** and **Answer**:

Please use ALL CAPITAL LETTERS.

Account Registration Step 2:
Enter Account Information

*indicates a required field.

Login Information

*User Name: ⑦

*E-mail Address:

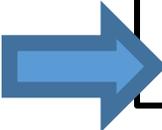***Password:** ⑦

*Type Password Again:

*Enter Security Question: ⑦

*Answer: ⑦

Under **Contact Information**, Click **Add New**:

Contact Information

Fill in your contact information. **Please use ALL CAPITAL LETTERS.**

Add New

Select **Contact Type** when prompted**,** click **Continue** and add in your contact information:

Contact Information

* First: Middle: * Last:

* Name of Business:
If you are a Resident, Enter "Resident" in this field

* Address Line 1:

* City: * State: * Zip:
    --Select--

* Primary Phone: Fax:

* E-mail:

Click **Continue** after all required information is entered. Click **Continue** again:

* Primary Phone: Fax:
847-734-8020

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

* E-mail:
EMAIL@ELKGROVE

Continue   **Cancel**

▼ Contact Addresses

Click **Continue Registration.**

Your account has been created successfully. You will receive verification by e-mail.

Your account has been successfully created.

Congratulations. You have successfully created an account with the

Village of Elk Grove

Your account has been successfully created and you are ready to apply for a permit.