

PURPOSE

This guide provides a step by step aid for creating a user account through the Public Portal. An account will give you the capability to submit permits, make payment and schedule inspections.

PROCEDURE

Click on link to the City of Naples Public Portal: https://cityview2.iharriscomputer.com/CityofNaplesFlorida/

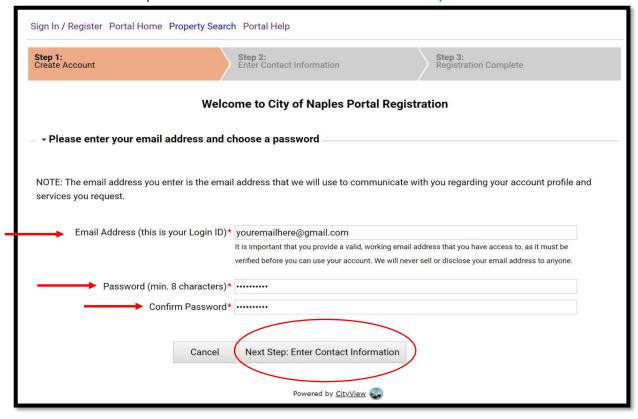
1. Click Register



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- 2. Enter the email address that you would like to register.
 - <u>Note</u>: Portal accounts are the sole ownership of the creator. We recommend using a centralized email address that the company will always have access to even during staff turnover.
- 3. Create a password.
- 4. Confirm the password.
- 5. Once all the required information has been entered click Next Step: Contact Information.



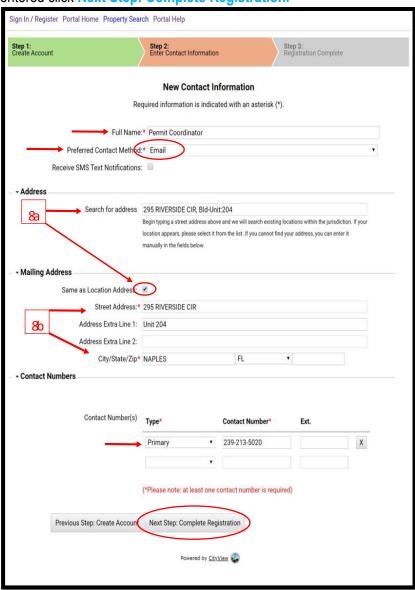
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- 7. Enter Full Name.
- 8. For Preferred Contact Method select Email.

<u>Note</u>: All correspondence including correction notices, fee summaries, and permit cards are sent via email.

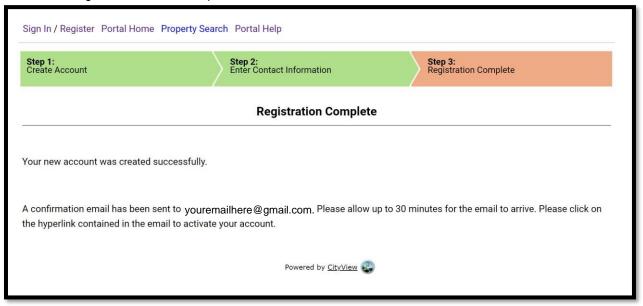
- 9. Enter the Address associated with the portal account.
 - a. For addresses <u>within</u> the City of Naples use the Search Feature and then in the Mailing address section check off <u>same as location address</u>.
 - b. All other addresses must be entered manually under Mailing Address.
- Enter a Contact Number. At least one contact number must be entered. Once all information is entered click Next Step: Complete Registration.



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The registration is now complete.



12. A confirmation email will be sent to the email address that was registered.

Note: The email is not sent from a City of Naples email address. If you do not receive the email in your inbox please check your spam folder.

Click on the hyperlink contained in the email.

City of Naples web portal account registration



donotreply@harriscomputer.com

youremailhere@gmail.com

Thank you for registering an account with the City of Naples web portal.

Please click on the link to complete the registration.

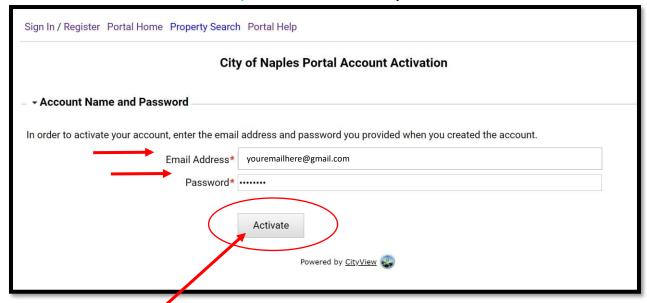
https://cityview2.iharriscomputer.com/CityofNaplesFlorida/Account/Confirmation?accountid=YcJ2lrmDDO80WpfO%2B%2FWPoEbib1tBLCDvCSrrJKccBgo%3D

This email was sent from Naples Production.

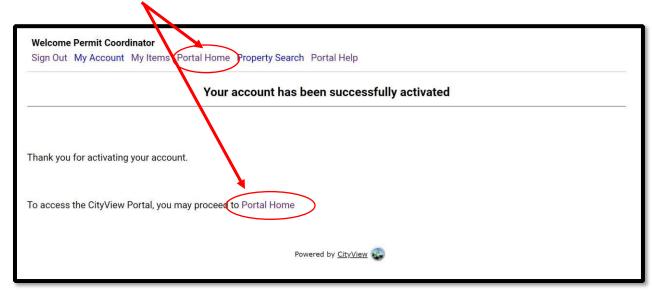
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- 11. The City of Naples Portal Account Activation screen will open.
- 12. Entered the email address and password for the account you wish to activate.



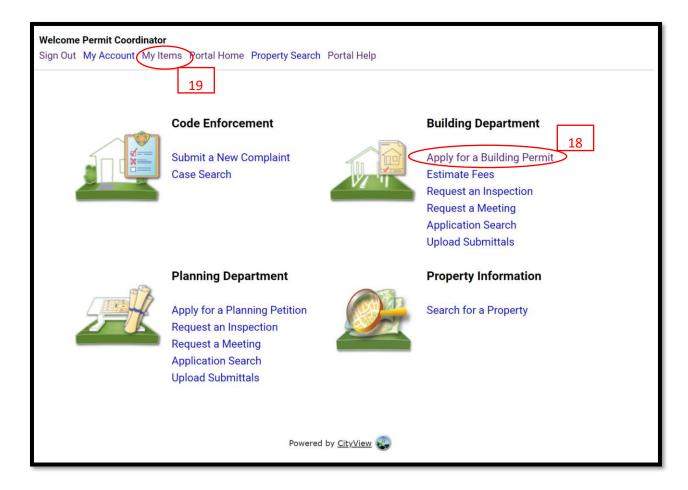
- 13. Click Activate.
- 14. The registration is now complete.
- 15. Click Portal Home to view the main page of City View.



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- 16. To begin a New Building Permit Application click Apply for a Building Permit.
- 17. Easily access the permits that have been applied for with this account by clicking My Items and then My Permit Applications on the next screen.



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