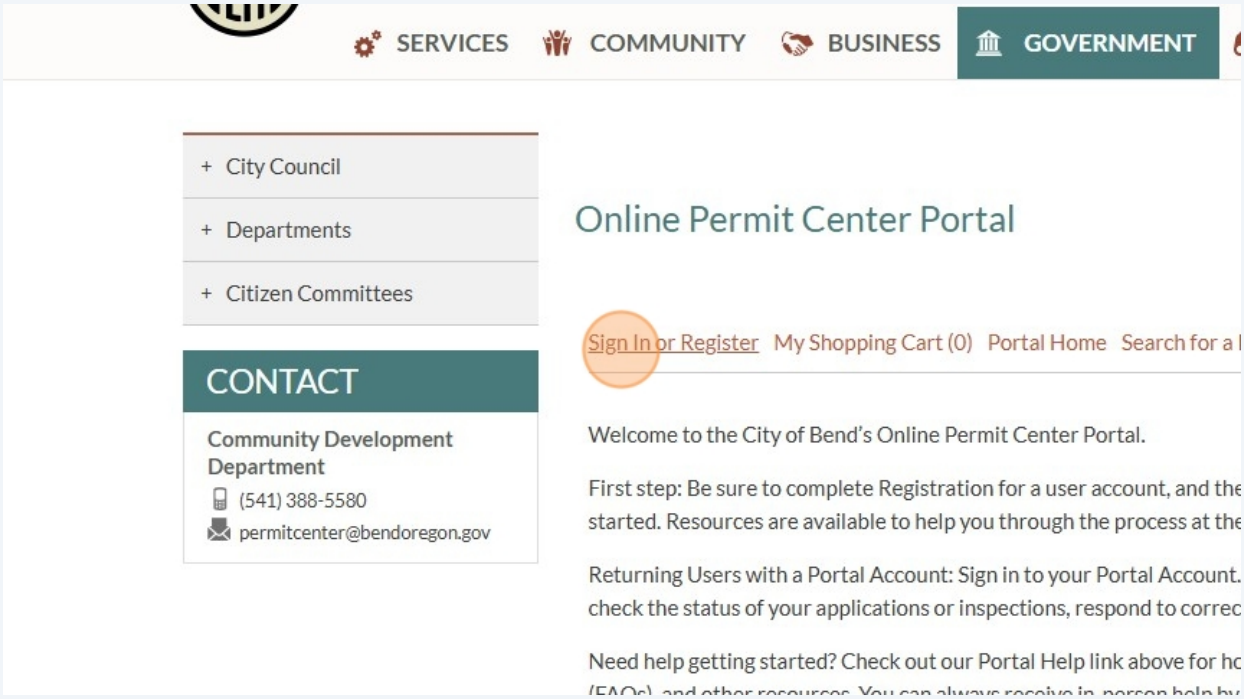
CITY OF BEND
ENGINEERING

Registering for CityView - Online Permit Center Portal Account

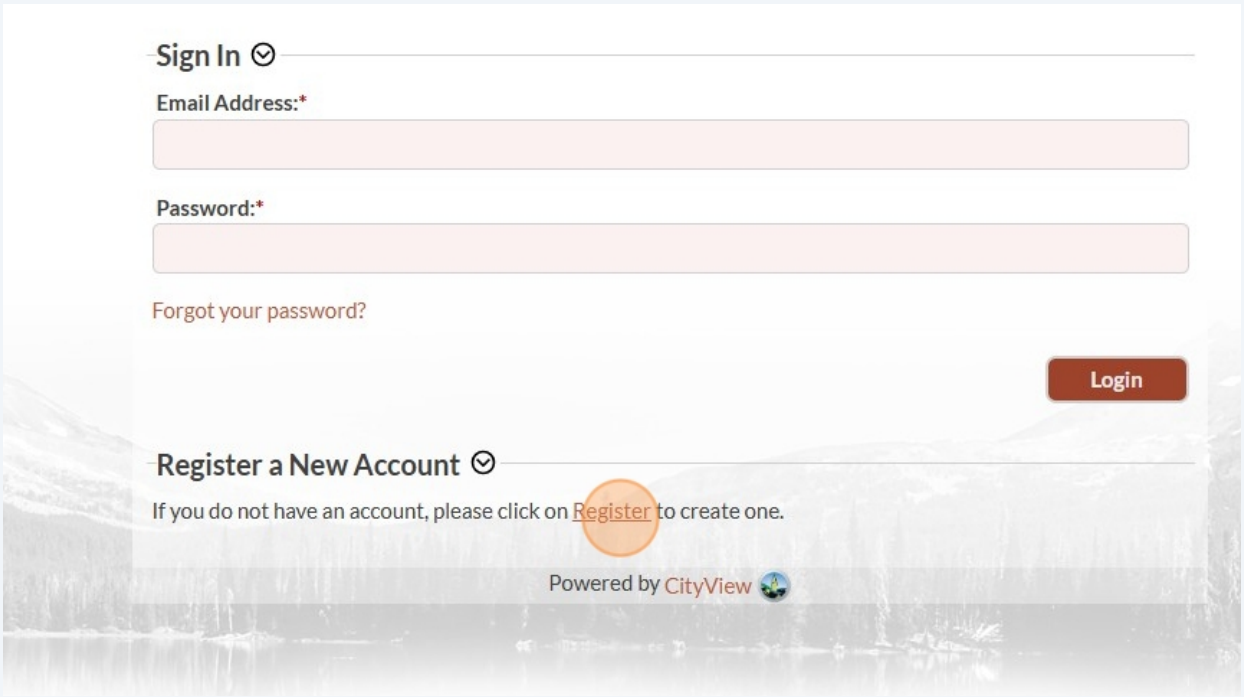
1 If you do not have a CityView - Online Permit Center Portal Account you will need to register for one. To do so, please follow the below instructions.

2 Navigate to https://cityview.ci.bend.or.us/Portal/

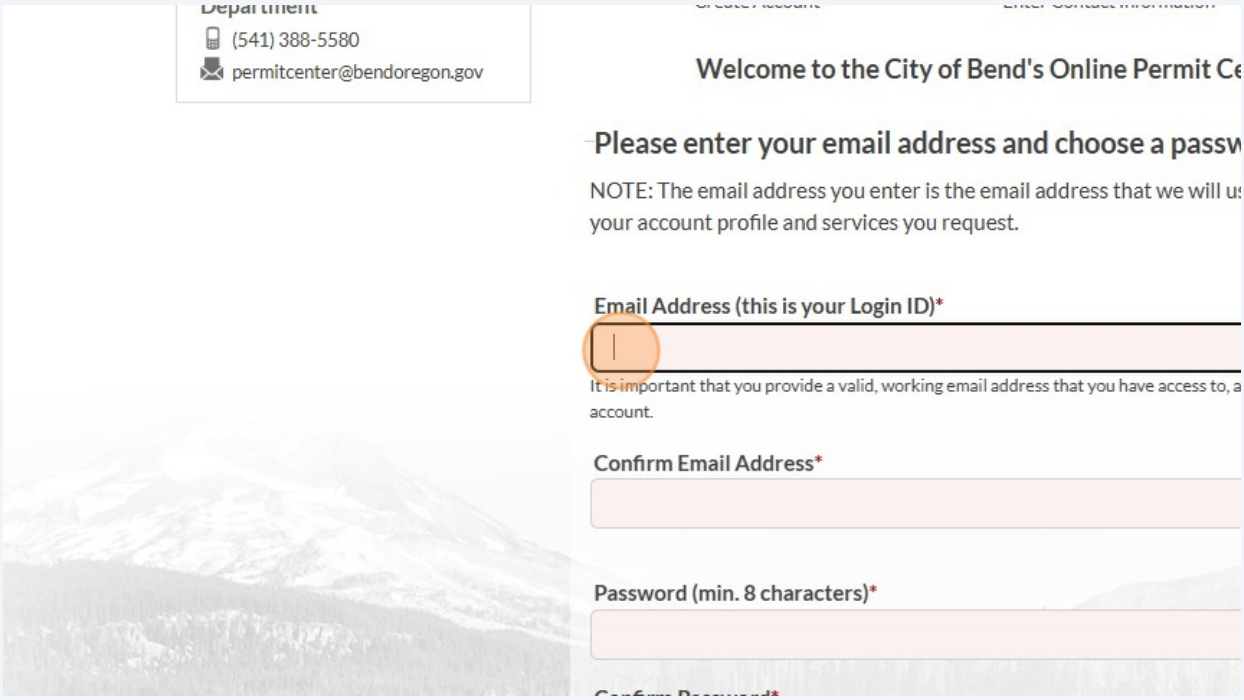
3 Click "Sign In or Register"



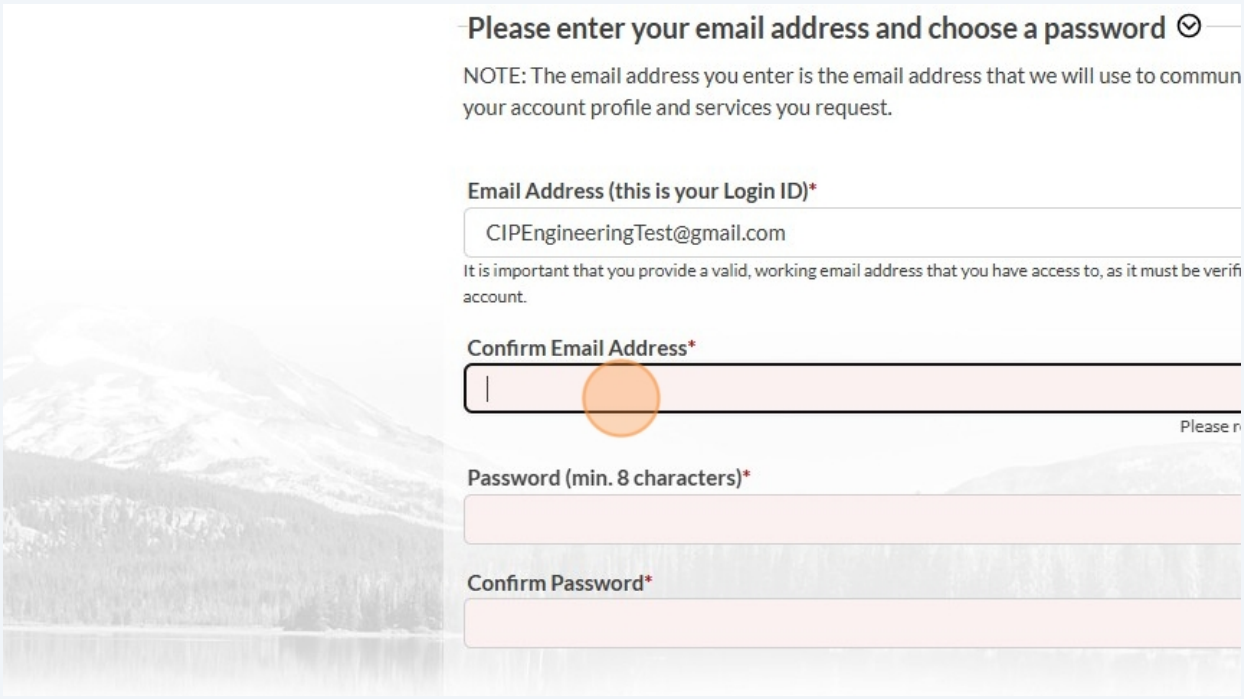
4 Click "Register"



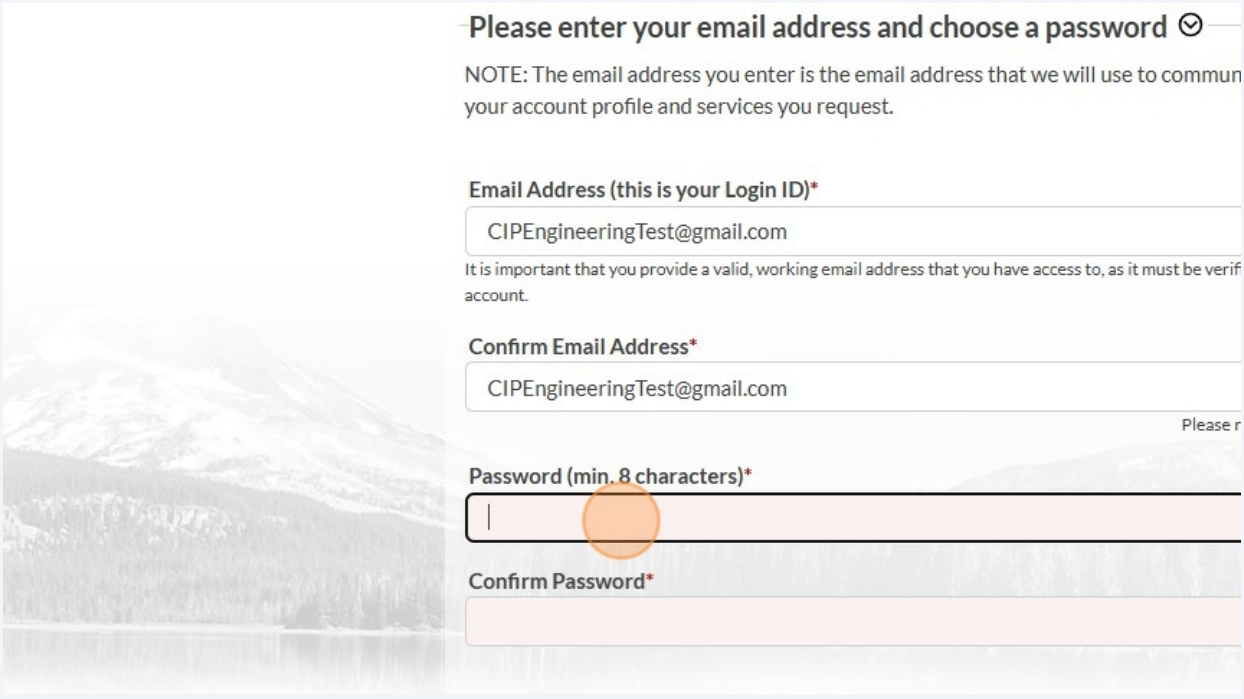
5 Enter your "Email Address (this is your Login ID)*" field.



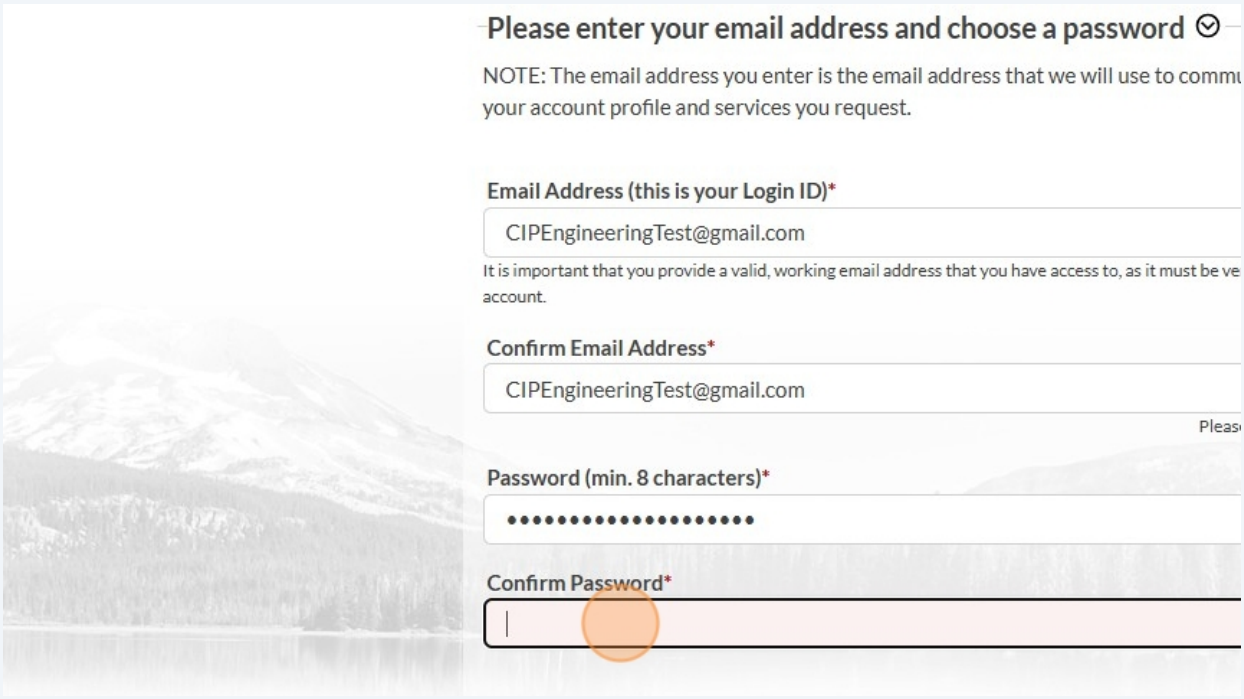
6 Re-enter your email address in the "Confirm Email Address*" field.



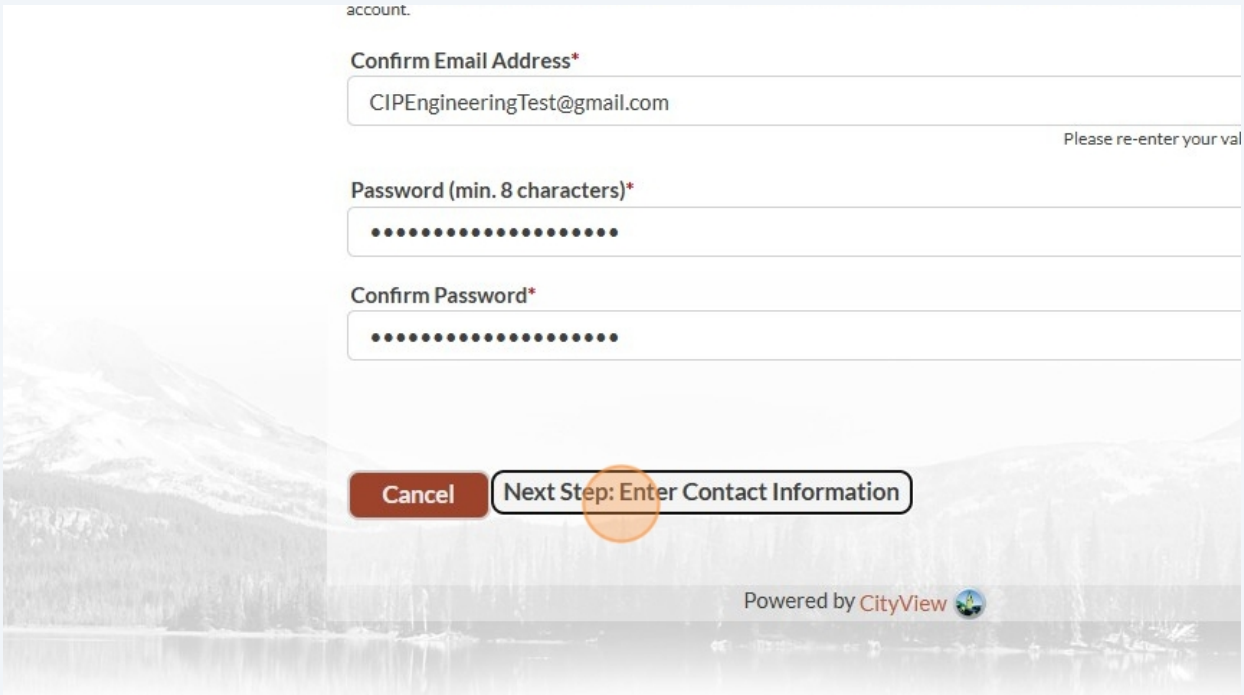
7 Enter a password in the "Password (min. 8 characters)*" field.



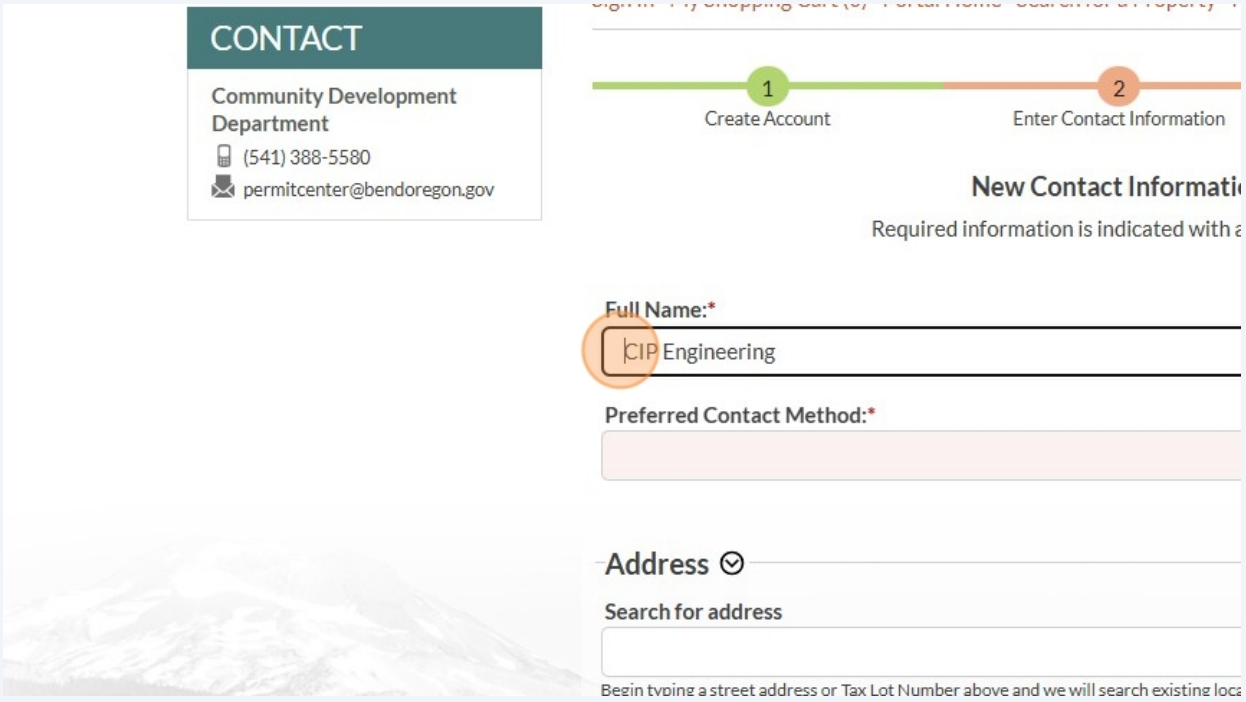
8 Re-enter the chosen password in the "Confirm Password*" field.



9 Click the "Next Step: Enter Contact Information" field.



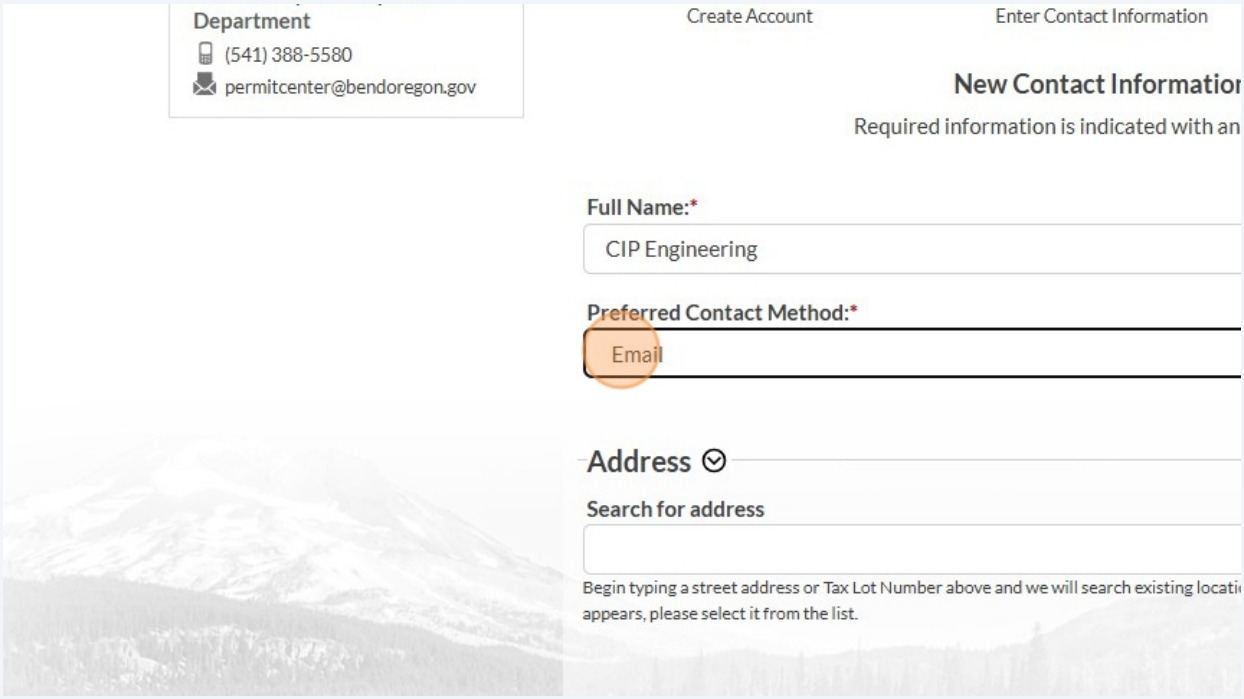
10 Enter your name and your company name in the "Full Name:*" field.



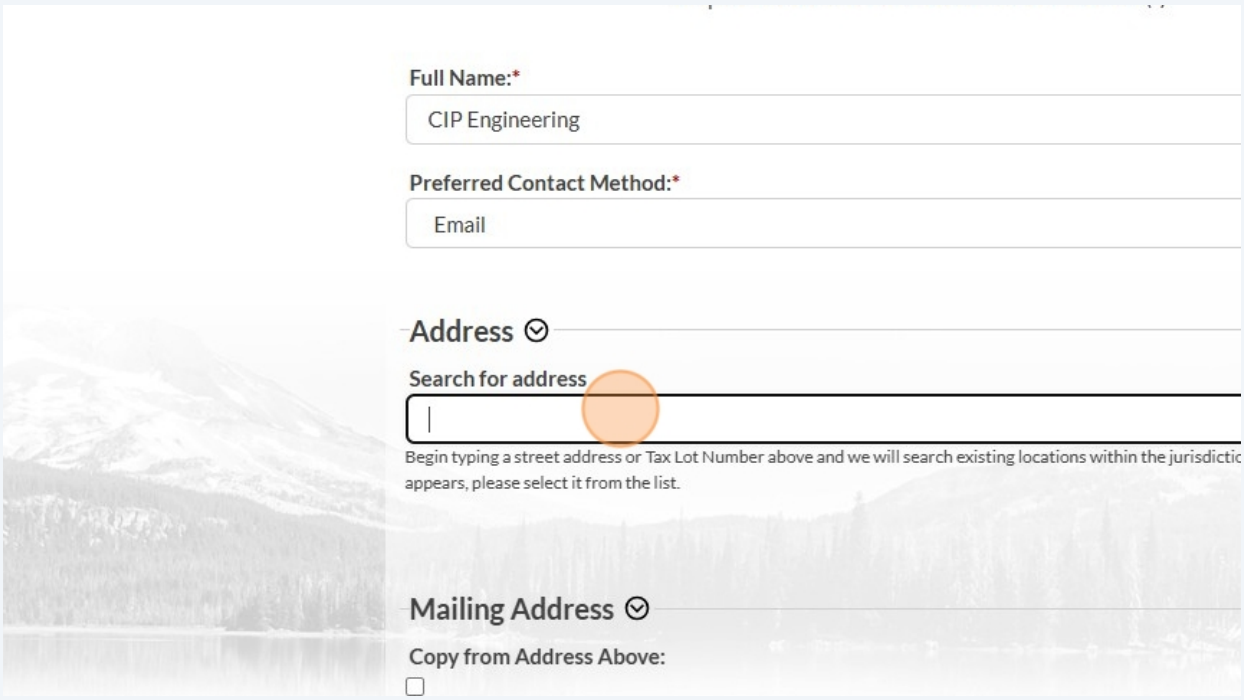
⚠ Please make sure you add your company name after your name.

Example: John Doe (JD Construction Inc.)

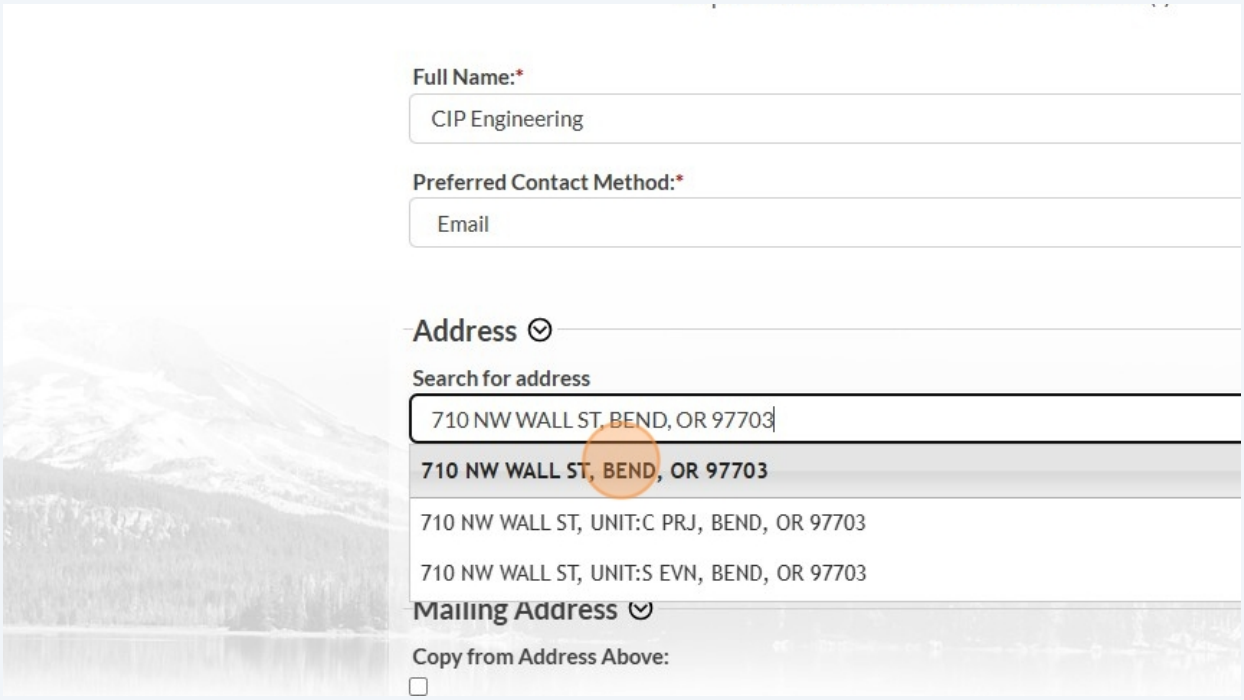
11 Enter your preferred contact method. For work with City of Bend CIP Engineering, please select Email.



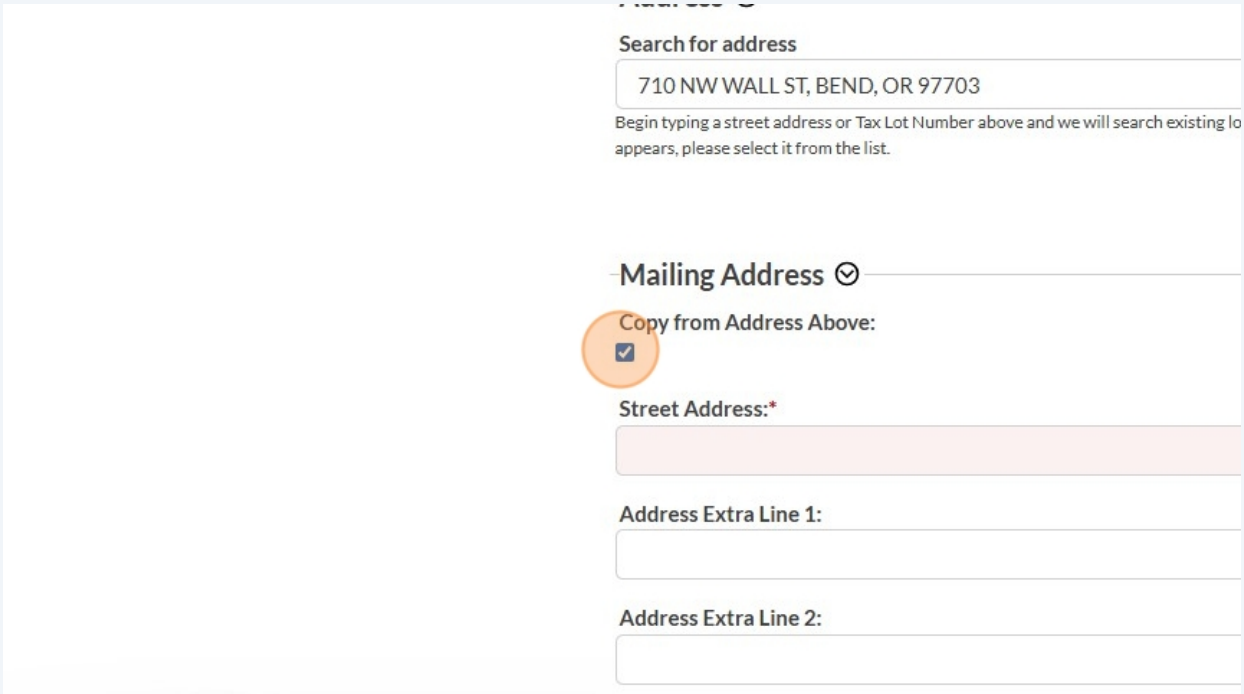
12 Enter your physical address in the "Search for address*" field.



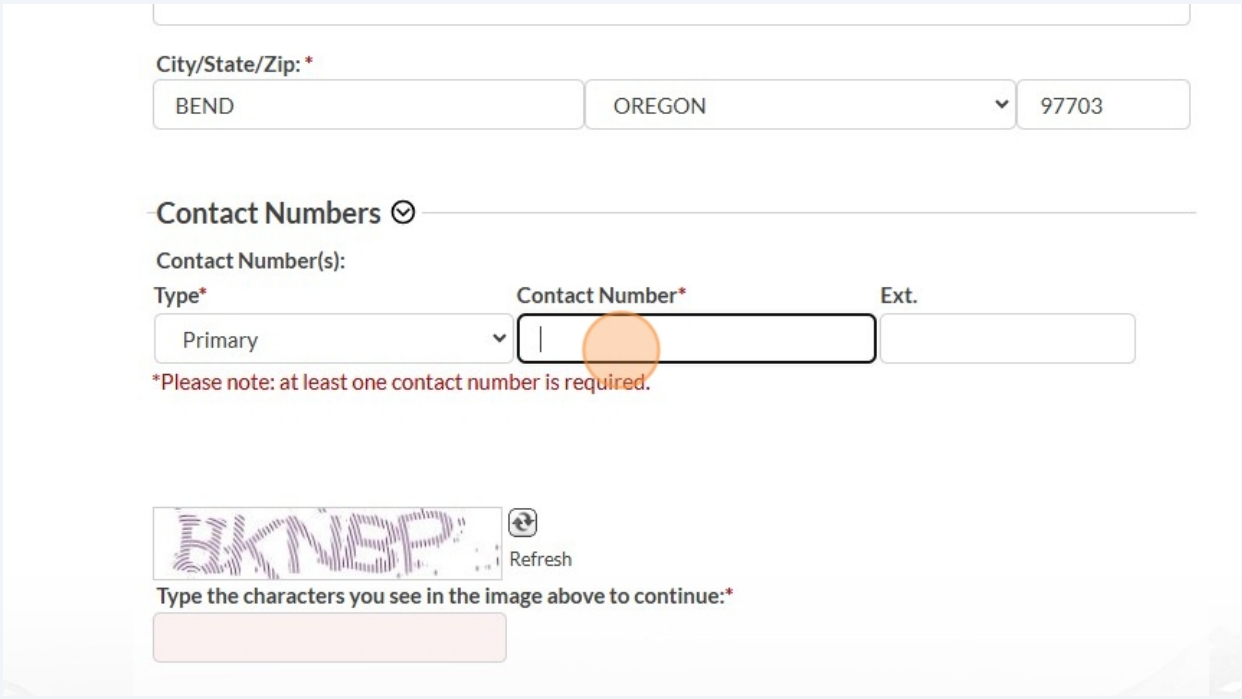
13 The field will automatically filter for addresses. Select the correct address from the field.



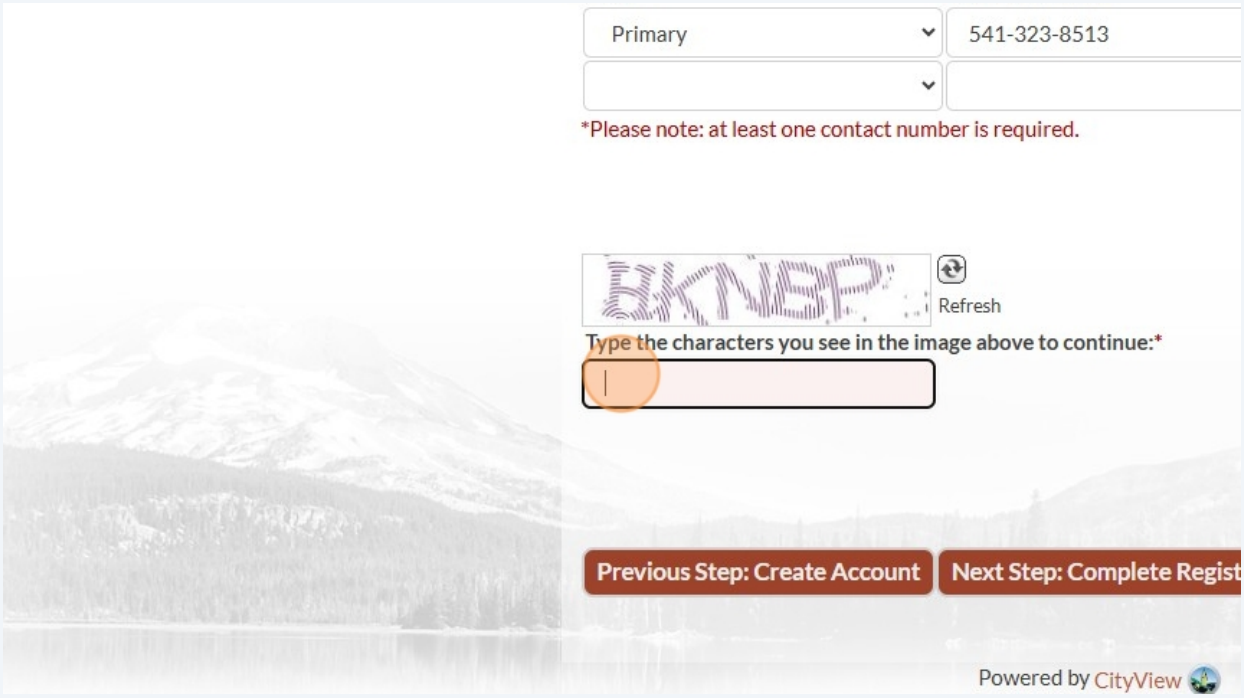
14 Enter your mailing address in the Mailing Address fields. If it is the same as the physical address above you can click the "Copy from Address Above:*" box.



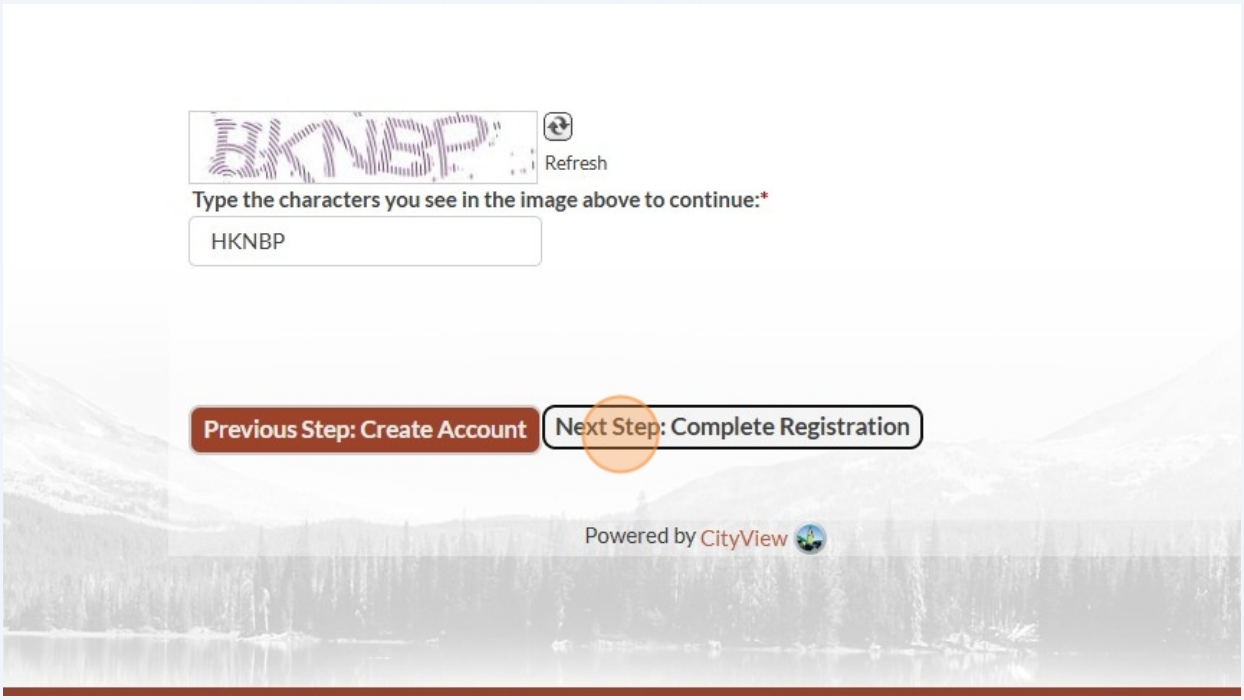
15 Complete the Contact Number fields.



16 Follow the instruction to complete the captcha field by "Type the characters you see in the image above to continue:*".

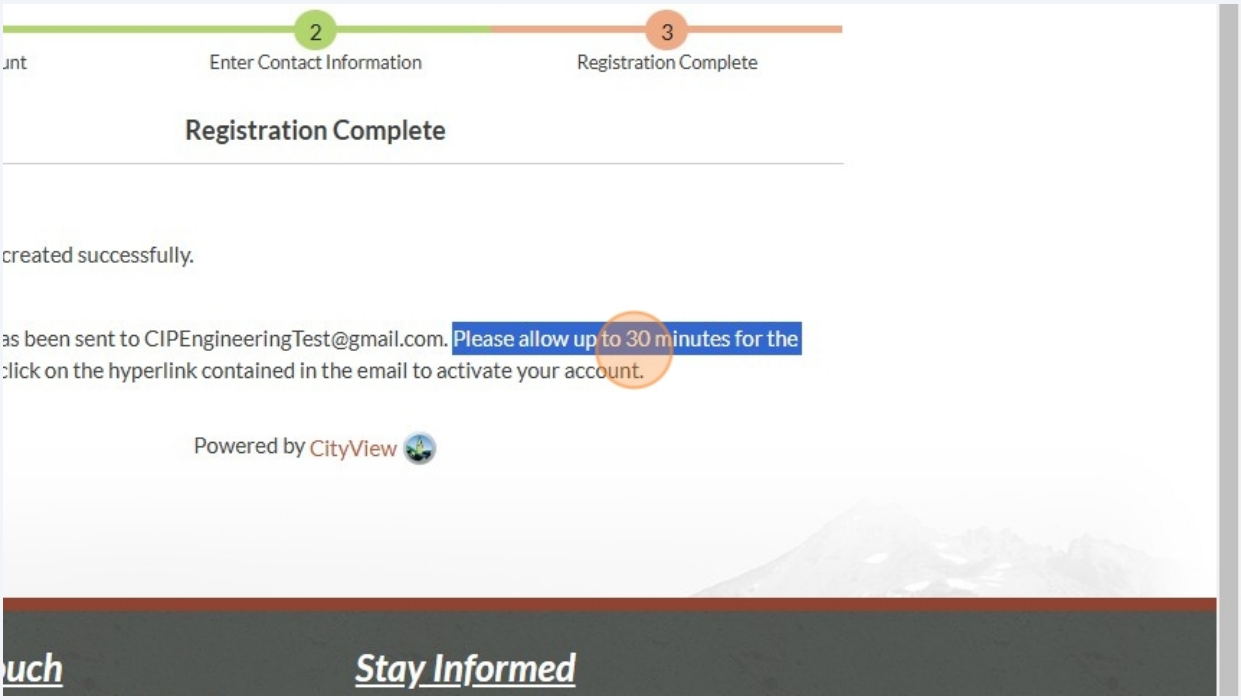


17 Click "Next Step: Complete Registration" button.

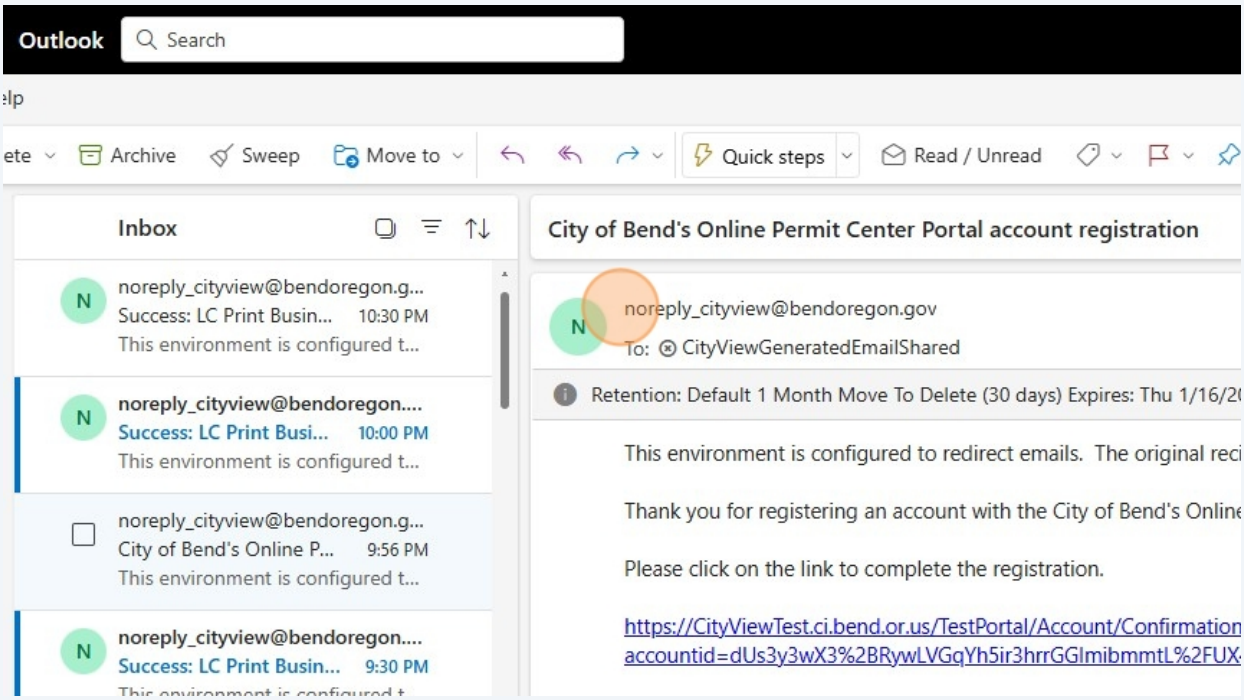


18 At this point the Registration is complete.

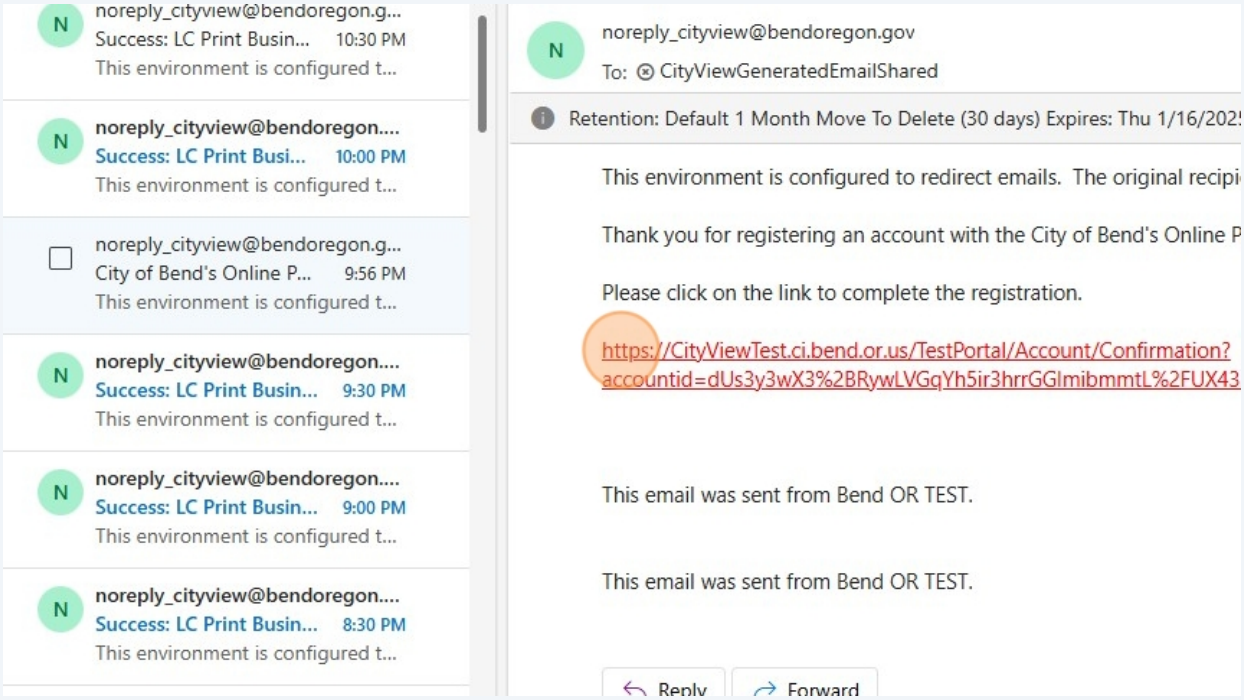
19 A confirmation email has been sent to your email . Please allow up to 30 minutes for the email to be sent.



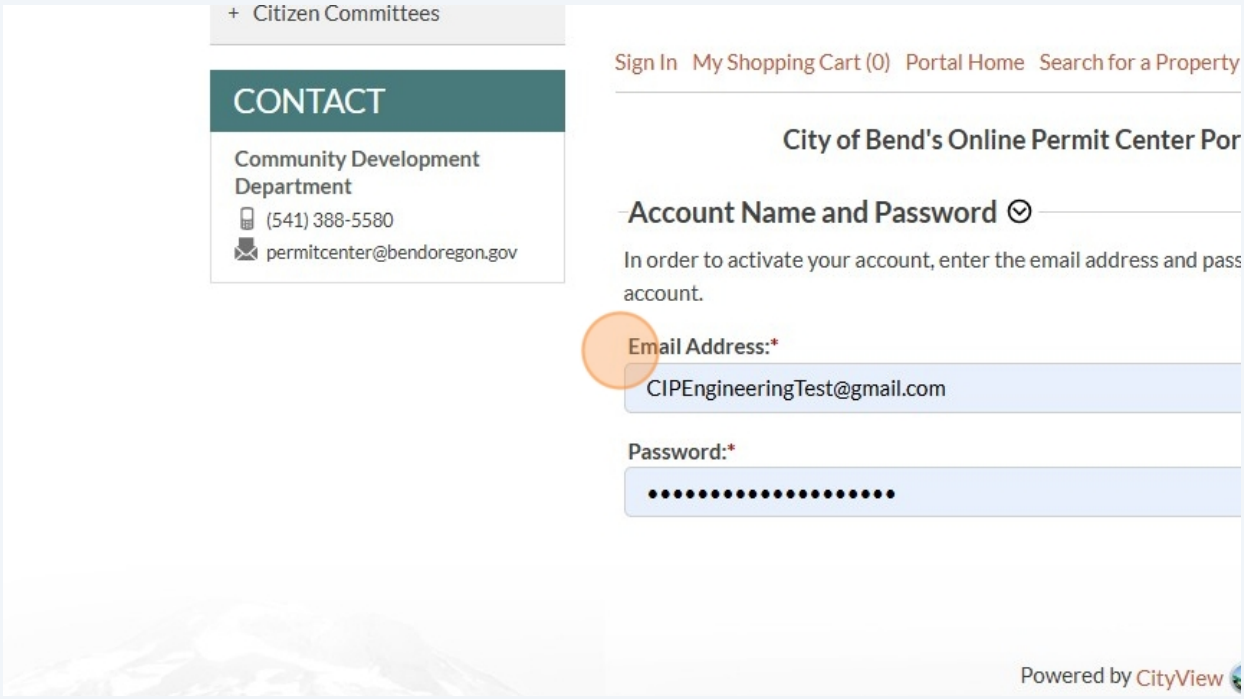
20 Check your email for a confirmation email. It will be sent from "noreply_cityview@bnedoregon.gov".



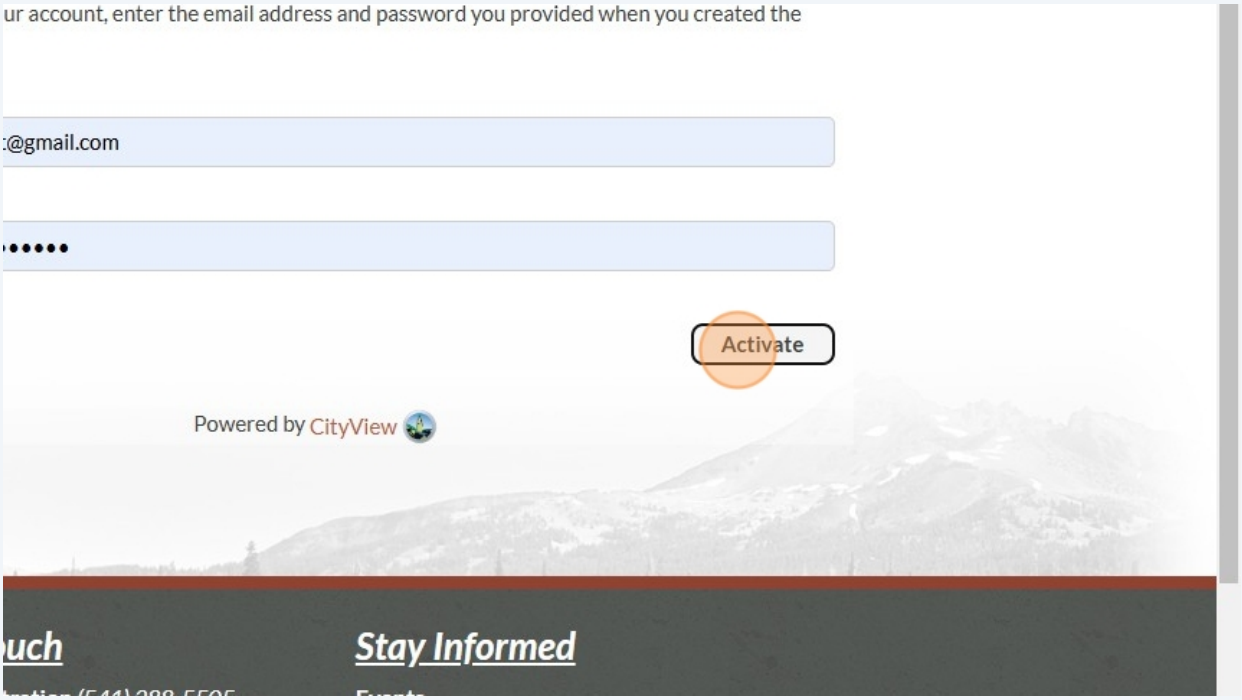
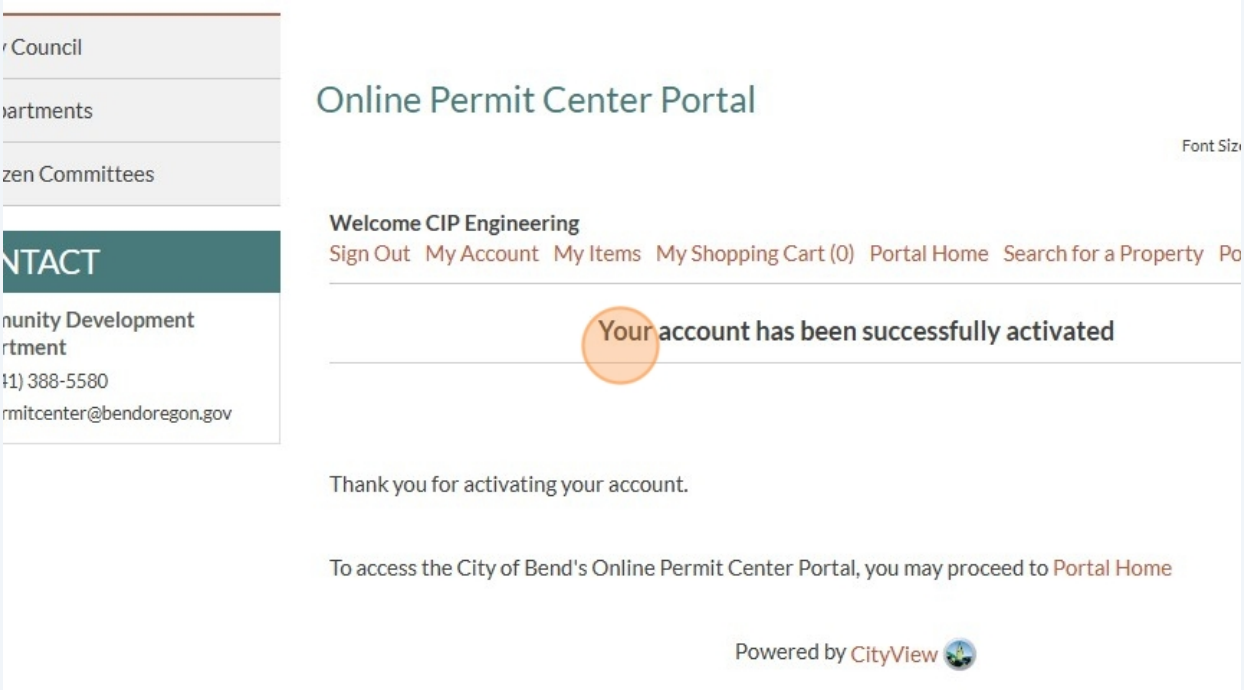
21 Click the link to complete the registration.



22 The link will open the Online Permit Center webpage. Enter the email address and password you used to register.



23 Click "Activate".



24 You will receive a message indicating "Your account has been successfully activated".