



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"

The screenshot shows the City of Bend Online Permit Center Portal homepage. At the top, there is a navigation bar with icons and links for SERVICES, COMMUNITY, BUSINESS, and GOVERNMENT. Below this, a sidebar on the left contains links for City Council, Departments, and Citizen Committees, as well as a CONTACT section for the Community Development Department. The main content area is titled "Online Permit Center Portal" and includes a "Sign In or Register" button, a shopping cart link, and a search bar. The page also contains a welcome message and instructions for new and returning users.

4 Click "Register"

Sign In ☑

Email Address:*

Password:*

[Forgot your password?](#)

Login

Register a New Account ☑

If you do not have an account, please click on [Register](#) to create one.

Powered by **CityView**

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

Department

(541) 388-5580
permitcenter@bendoregon.gov

Welcome to the City of Bend's Online Permit Center

Please enter your email address and choose a password

NOTE: The email address you enter is the email address that we will use for your account profile and services you request.

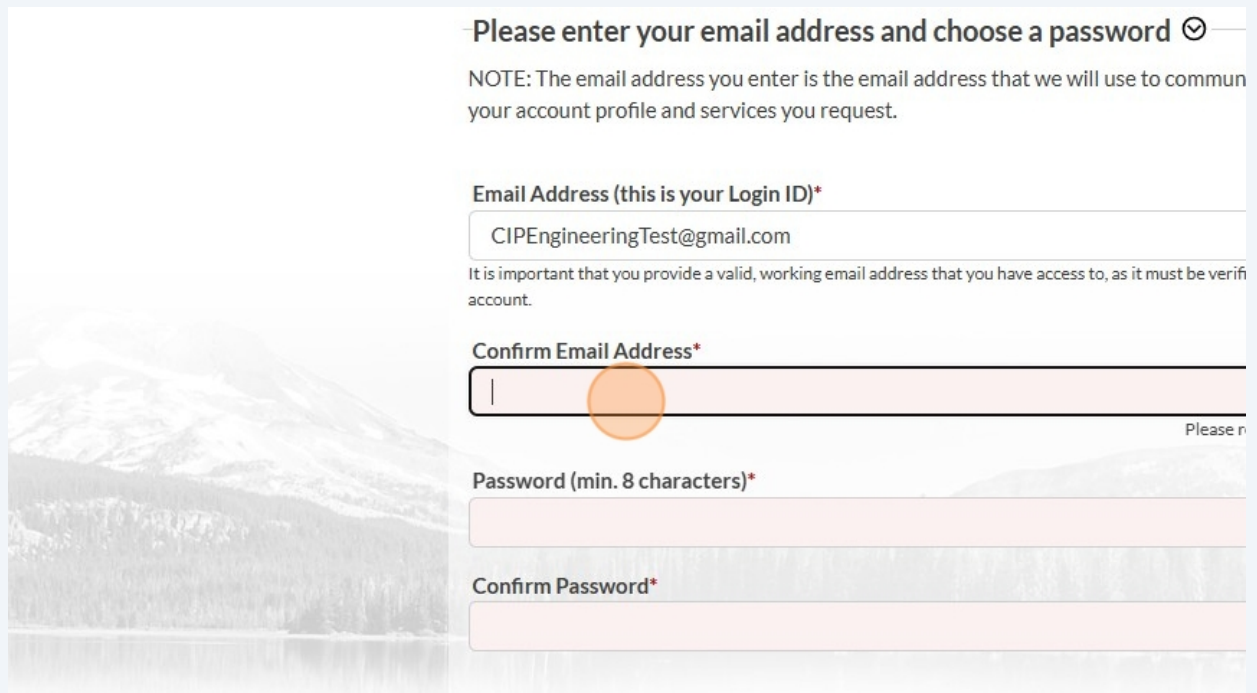
Email Address (this is your Login ID)*

It is important that you provide a valid, working email address that you have access to, and that you use for your account.

Confirm Email Address*

Password (min. 8 characters)*

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



Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate your account profile and services you request.

Email Address (this is your Login ID)*

CIPEngineeringTest@gmail.com

It is important that you provide a valid, working email address that you have access to, as it must be verified account.

Confirm Email Address*

|

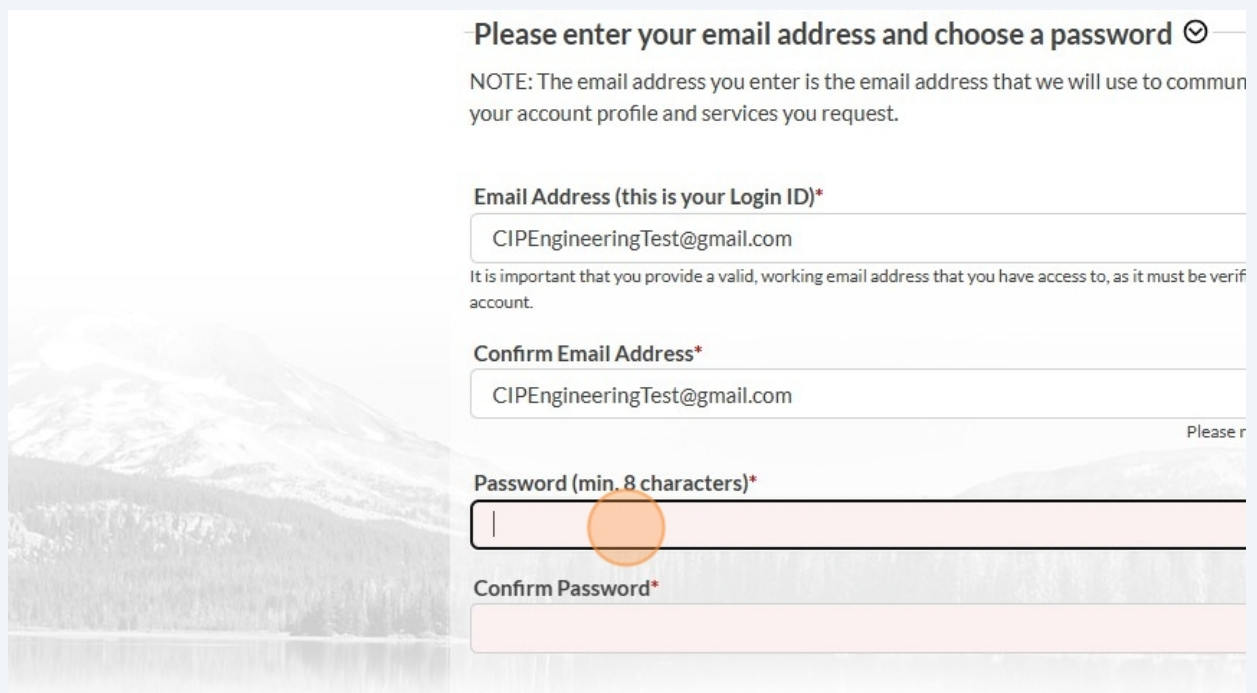
Please re-enter your email address

Password (min. 8 characters)*

Confirm Password*

An orange circle highlights the "Confirm Email Address*" input field.

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



Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate your account profile and services you request.

Email Address (this is your Login ID)*

CIPEngineeringTest@gmail.com

It is important that you provide a valid, working email address that you have access to, as it must be verified account.

Confirm Email Address*

CIPEngineeringTest@gmail.com

Please re-enter your email address

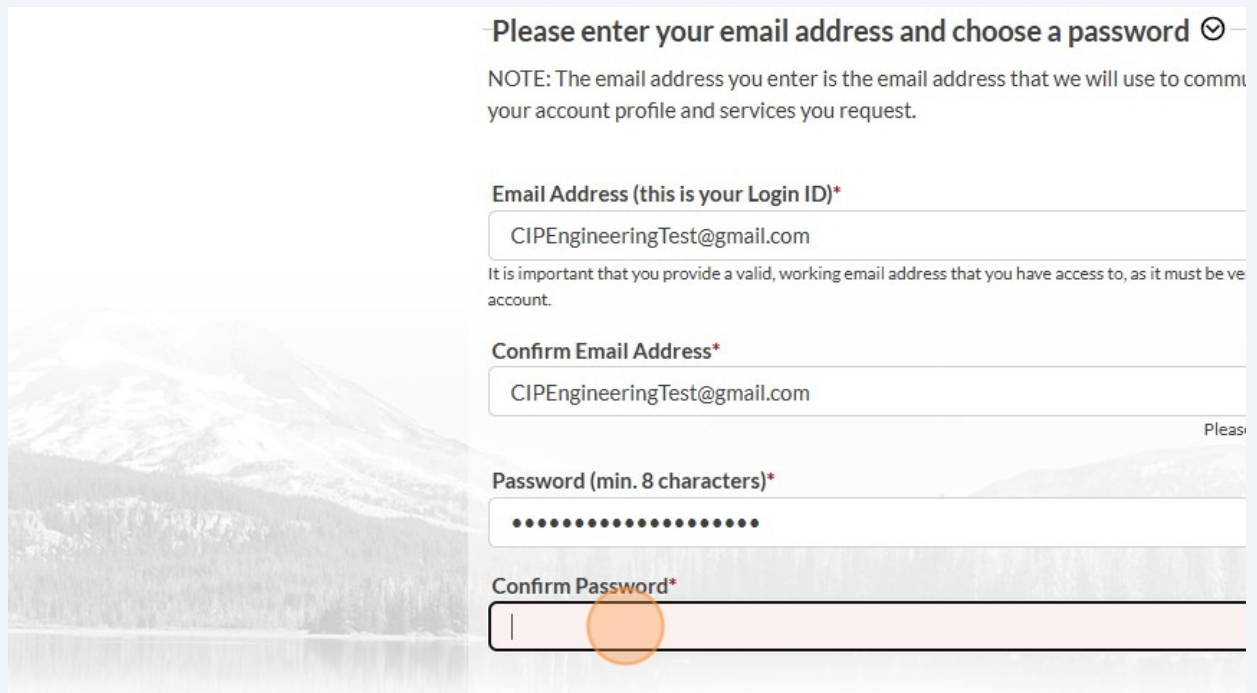
Password (min. 8 characters)*

|

Confirm Password*

An orange circle highlights the "Password (min. 8 characters)*" input field.

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



Please enter your email address and choose a password ☺

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID)*

CIPEngineeringTest@gmail.com

It is important that you provide a valid, working email address that you have access to, as it must be verified before we can create your account.

Confirm Email Address*

CIPEngineeringTest@gmail.com

Password (min. 8 characters)*

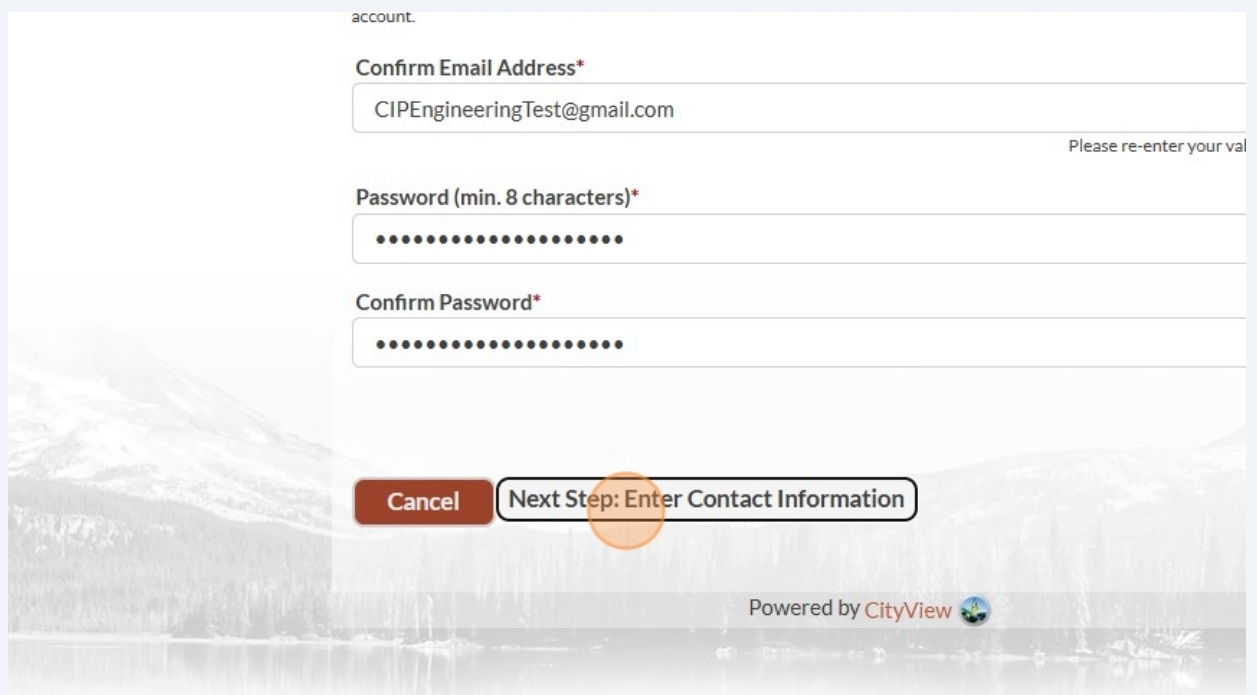
.....

Confirm Password*

|

The screenshot shows a registration form with a background image of a snowy mountain. An orange circle highlights the 'Confirm Password*' field, which is currently empty. The form includes fields for Email Address, Confirm Email Address, Password, and Confirm Password. A note at the top explains that the email address will be used for communication. The 'Confirm Password*' field is the focus of step 8.

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



account.

Confirm Email Address*

CIPEngineeringTest@gmail.com

Please re-enter your valid email address.

Password (min. 8 characters)*

.....

Confirm Password*

.....

Cancel **Next Step: Enter Contact Information**

Powered by CityView

The screenshot shows the same registration form as before, but now the 'Confirm Password*' field is filled with dots. An orange circle highlights the 'Next Step: Enter Contact Information' button, which is located at the bottom of the form. The form also includes a 'Cancel' button and a 'Powered by CityView' logo at the bottom right.

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

CONTACT

Community Development
Department
(541) 388-5580
permitcenter@bendoregon.gov

1 Create Account 2 Enter Contact Information

New Contact Information
Required information is indicated with *

Full Name:*
JD Engineering

Preferred Contact Method:*

Address 📍
Search for address

Begin typing a street address or Tax Lot Number above and we will search existing loca

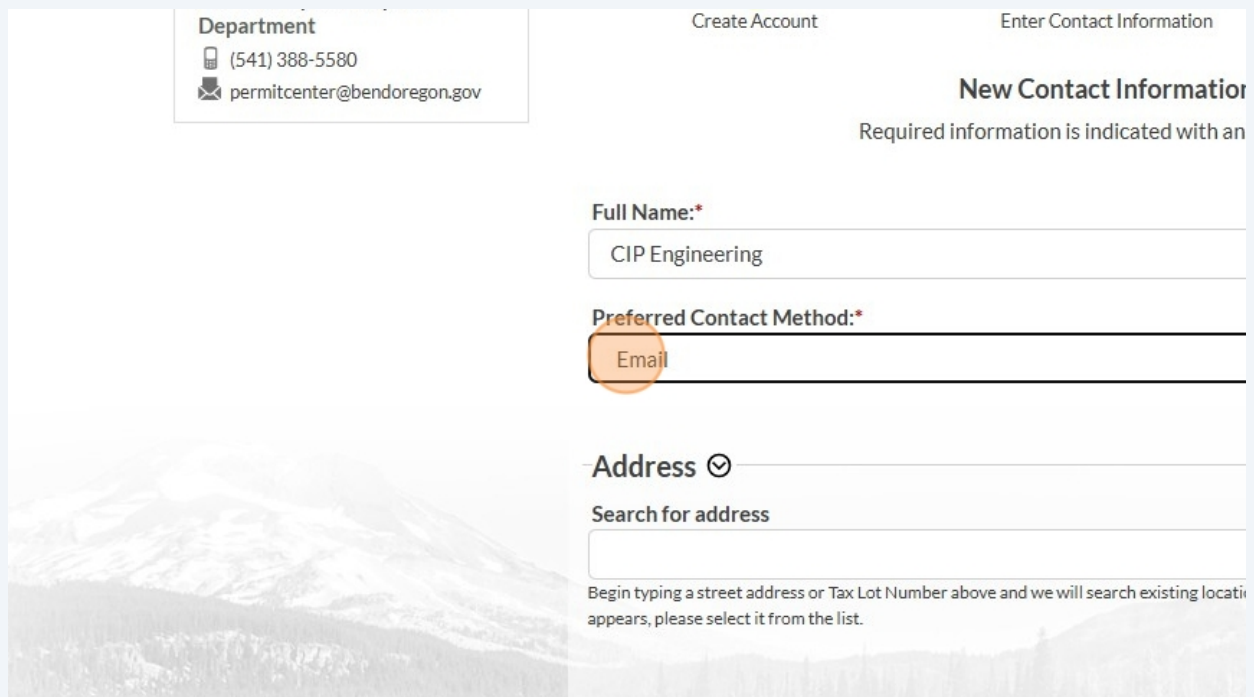


Please make sure you add your company name after your name.

Example: John Doe (JD Construction Inc.)

11

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



Department
(541) 388-5580
permitcenter@bendoregon.gov

Create Account Enter Contact Information

New Contact Information

Required information is indicated with an *

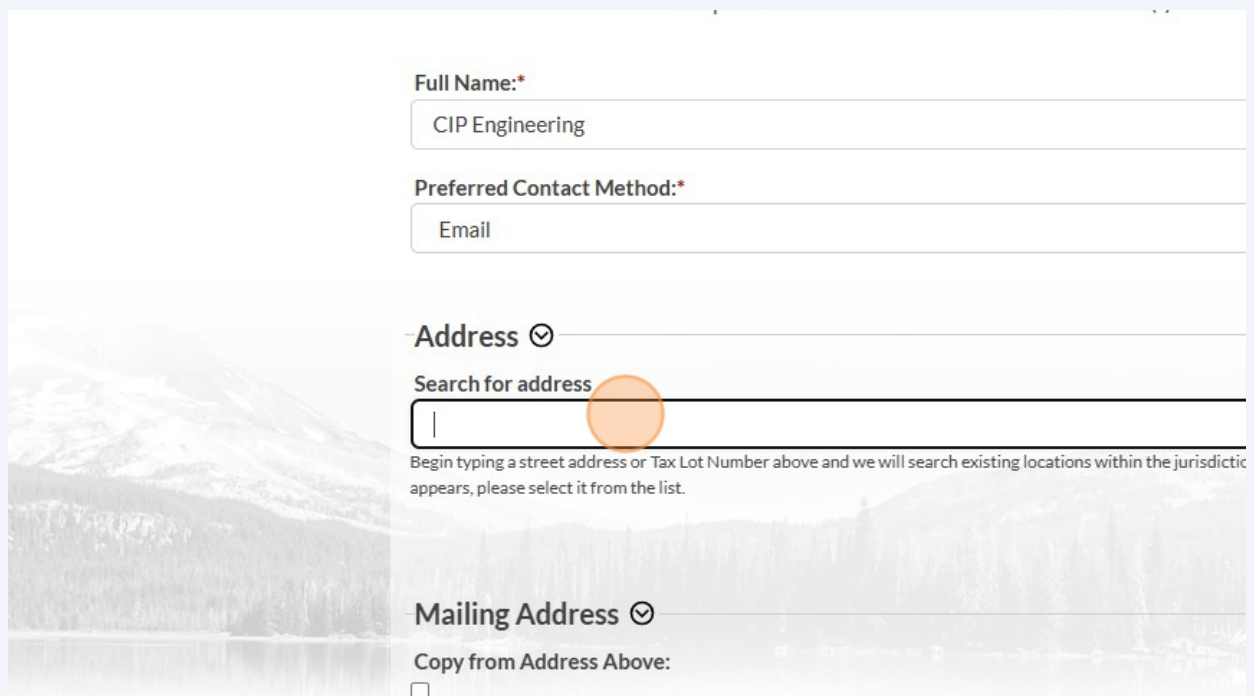
Full Name:*
CIP Engineering

Preferred Contact Method:*
Email

Address ☑
Search for address
Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If a location appears, please select it from the list.

12

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



Full Name:*
CIP Engineering

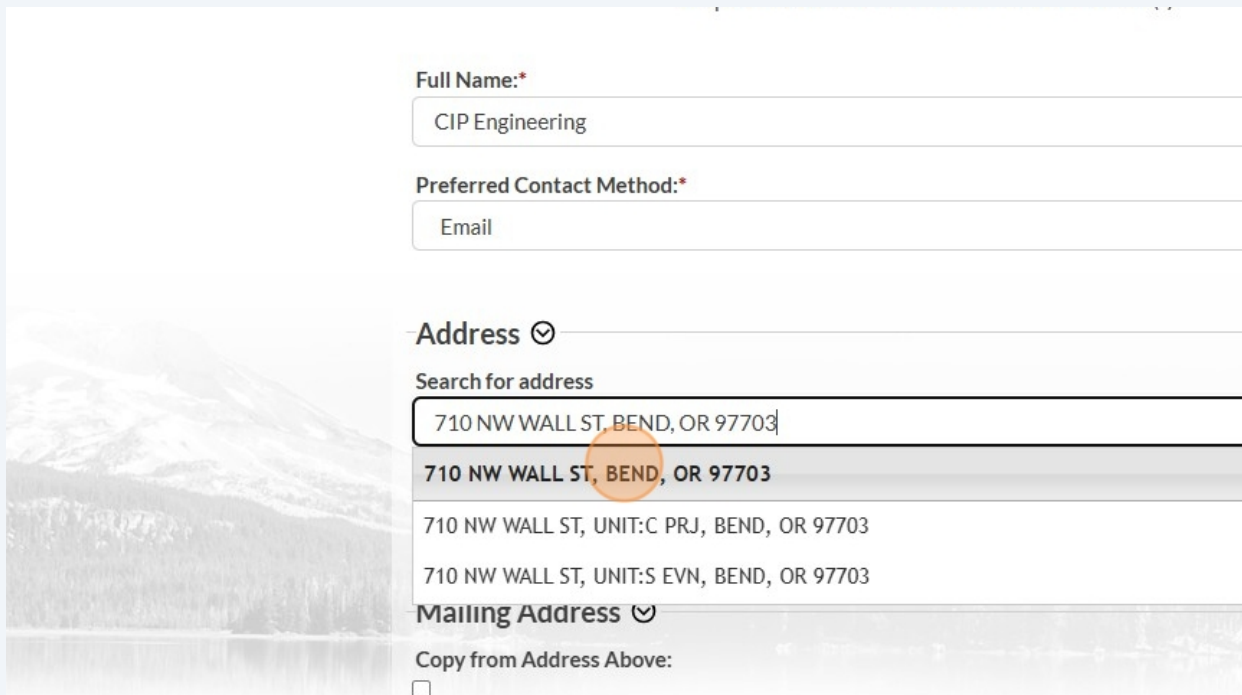
Preferred Contact Method:*
Email

Address ☑
Search for address
Begin typing a street address or Tax Lot Number above and we will search existing locations within the jurisdiction. If a location appears, please select it from the list.

Mailing Address ☑
Copy from Address Above:
☐

13

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



Full Name:*

CIP Engineering

Preferred Contact Method:*

Email

Address ☺

Search for address

710 NW WALL ST, BEND, OR 97703

710 NW WALL ST, BEND, OR 97703

710 NW WALL ST, UNIT:C PRJ, BEND, OR 97703

710 NW WALL ST, UNIT:S EVN, BEND, OR 97703

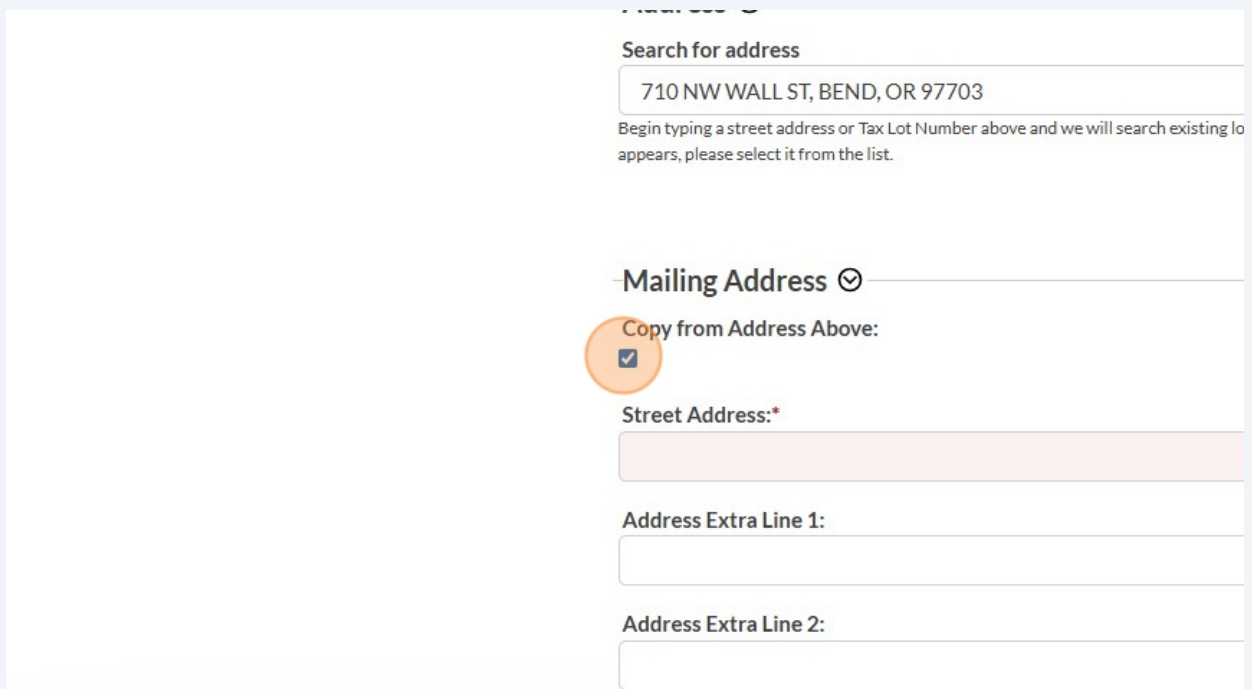
Mailing Address ☺

Copy from Address Above:

☐

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.



Search for address

710 NW WALL ST, BEND, OR 97703

Begin typing a street address or Tax Lot Number above and we will search existing lot addresses. If the address you want appears, please select it from the list.

Mailing Address ☺

Copy from Address Above:

☒

Street Address:*

Address Extra Line 1:

Address Extra Line 2:

15 Complete the Contact Number fields.

City/State/Zip: *

BEND OREGON 97703

Contact Numbers ☺

Contact Number(s):

Type* Contact Number* Ext.

Primary |

*Please note: at least one contact number is required.

5K1NBPR Refresh

Type the characters you see in the image above to continue:*

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

Primary 541-323-8513

*Please note: at least one contact number is required.

5K1NBPR Refresh

Type the characters you see in the image above to continue:*

Previous Step: Create Account Next Step: Complete Register

Powered by CityView

- 17 Click "Next Step: Complete Registration" button.

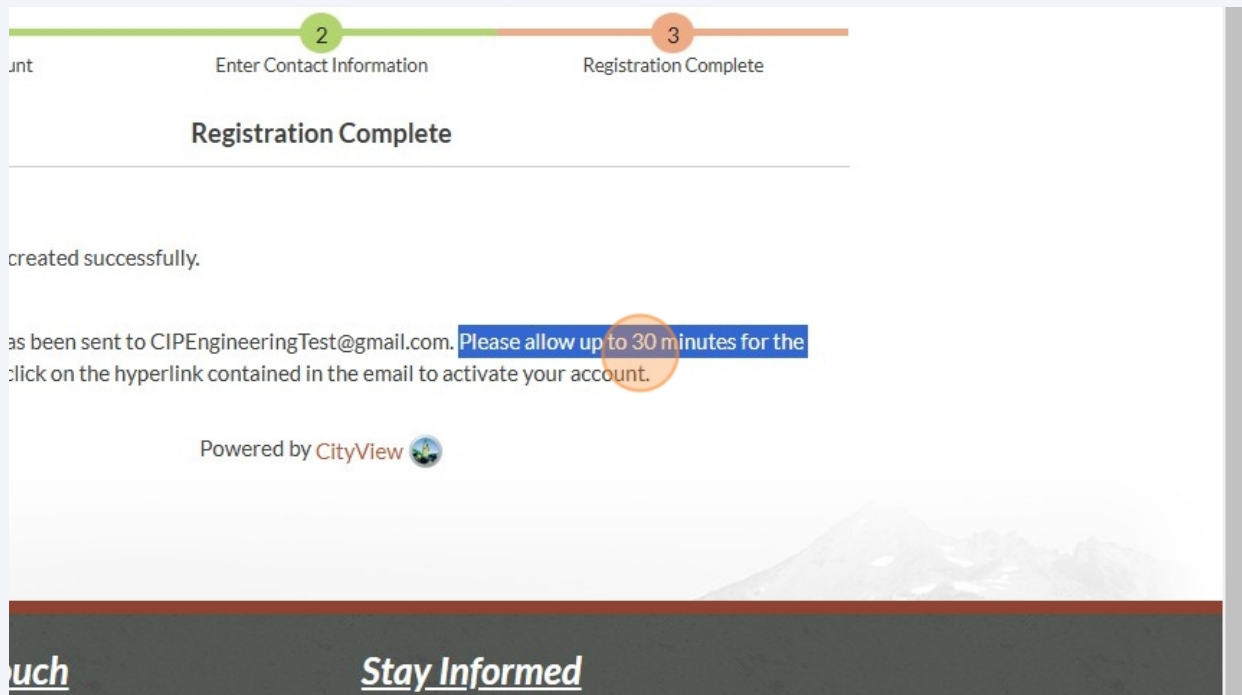
The screenshot shows a registration page with a CAPTCHA challenge. At the top, there is a CAPTCHA image displaying the characters 'HKNBP' with a 'Refresh' button to its right. Below the image, the text reads 'Type the characters you see in the image above to continue:'. A text input field contains the characters 'HKNBP'. Below the input field, there are two buttons: 'Previous Step: Create Account' and 'Next Step: Complete Registration'. The 'Next Step' button is highlighted with an orange circle. At the bottom, it says 'Powered by CityView' with a logo. The background of the page features a scenic image of a lake and mountains.

- 18 At this point the Registration is complete.

The screenshot shows the 'Center Portal' interface. At the top, there is a navigation bar with links: 'Cart (0)', 'Portal Home', 'Search for a Property', and 'Portal Help'. Below the navigation bar, there is a progress bar with three steps: '1. Account', '2. Enter Contact Information', and '3. Registration Complete'. The 'Registration Complete' step is highlighted with an orange circle. Below the progress bar, the text reads 'Registration Complete'. Further down, it says 'Account created successfully.' and 'An email has been sent to CIPEngineeringTest@gmail.com. Please allow up to 30 minutes for the email to arrive. Click on the hyperlink contained in the email to activate your account.'

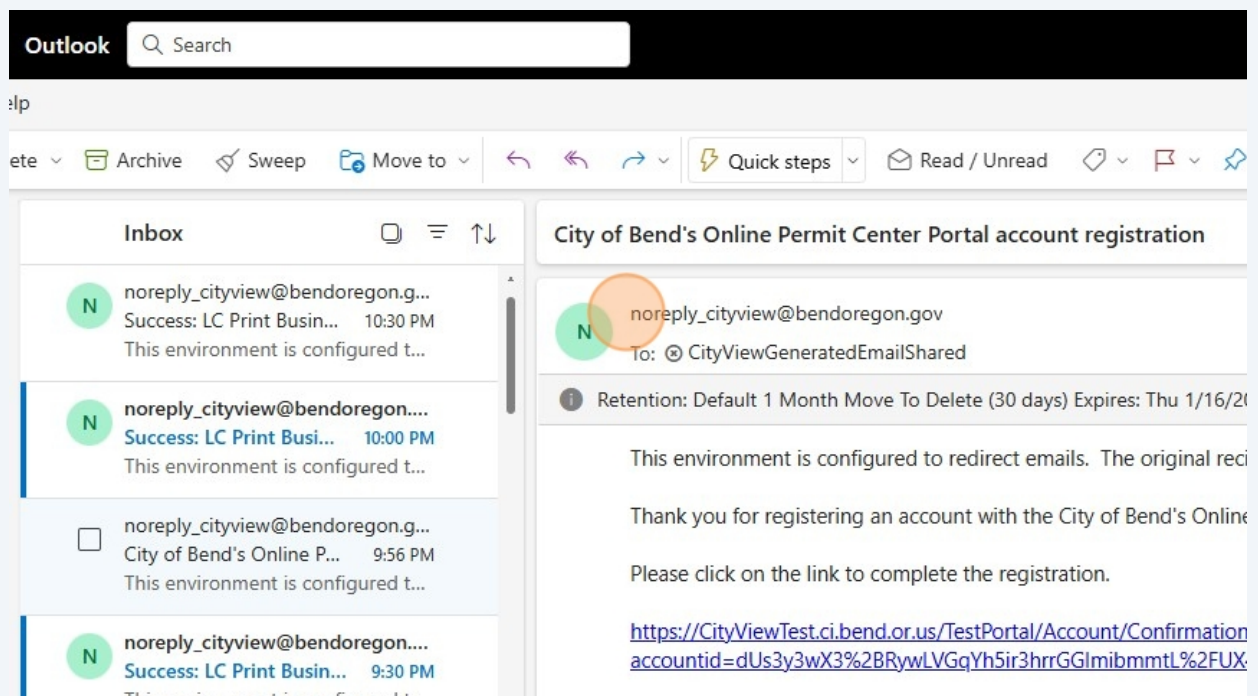
19

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@bendoregon.gov".



21 Click the link to complete the registration.

The screenshot shows an email inbox on the left with several messages from `noreply_cityview@bendoregon.gov`. The selected email is titled "Success: LC Print Busin..." and contains a registration link. The email content on the right includes a header, retention information, a thank-you message, and the registration link highlighted with an orange circle. At the bottom of the email content are "Reply" and "Forward" buttons.

Inbox:

- From:** noreply_cityview@bendoregon.gov
Subject: Success: LC Print Busin...
Time: 10:30 PM
Preview: This environment is configured t...
- From:** noreply_cityview@bendoregon.gov
Subject: Success: LC Print Busin...
Time: 10:00 PM
Preview: This environment is configured t...
- From:** noreply_cityview@bendoregon.gov
Subject: City of Bend's Online P...
Time: 9:56 PM
Preview: This environment is configured t...
- From:** noreply_cityview@bendoregon.gov
Subject: Success: LC Print Busin...
Time: 9:30 PM
Preview: This environment is configured t...
- From:** noreply_cityview@bendoregon.gov
Subject: Success: LC Print Busin...
Time: 9:00 PM
Preview: This environment is configured t...
- From:** noreply_cityview@bendoregon.gov
Subject: Success: LC Print Busin...
Time: 8:30 PM
Preview: This environment is configured t...

Email Content:

From: noreply_cityview@bendoregon.gov
To: CityViewGeneratedEmailShared

Retention: Default 1 Month Move To Delete (30 days) Expires: Thu 1/16/2021

This environment is configured to redirect emails. The original recipient's email address is [REDACTED].

Thank you for registering an account with the City of Bend's Online Permit Center.

Please click on the link to complete the registration.

<https://CityViewTest.ci.bend.or.us/TestPortal/Account/Confirmation?accountid=dUs3y3wX3%2BRywLVGqYh5ir3hrrGGlmibmmtL%2FUX43>

This email was sent from Bend OR TEST.

This email was sent from Bend OR TEST.

[Reply](#) [Forward](#)

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

The screenshot shows the "City of Bend's Online Permit Center Portal" registration page. On the left is a "CONTACT" sidebar with the Community Development Department's phone number and email. The main content area has a header with navigation links and a registration form. The form includes fields for "Account Name and Password" and "Email Address" (highlighted with an orange circle), and a "Password" field. A message instructs the user to enter their email and password to activate their account. The footer indicates the site is "Powered by CityView".

CONTACT

Community Development Department
(541) 388-5580
permitcenter@bendoregon.gov

City of Bend's Online Permit Center Portal

Sign In My Shopping Cart (0) Portal Home Search for a Property

Account Name and Password ☺

In order to activate your account, enter the email address and password you used to register.

Email Address:*

CIPEngineeringTest@gmail.com

Password:*

.....

Powered by CityView

23 Click "Activate".

ur account, enter the email address and password you provided when you created the

:@gmail.com

.....

Activate

Powered by CityView

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Stay Informed

tion (541) 388-5580

Events

24

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

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artments

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NTACT

nunity Development
rtment

!1) 388-5580

rmitcenter@bendoregon.gov

Online Permit Center Portal

Font Size

Welcome CIP Engineering

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#) [Po](#)

Your account has been successfully activated

Thank you for activating your account.

To access the City of Bend's Online Permit Center Portal, you may proceed to [Portal Home](#)

Powered by CityView