

REGISTER AS A FIRST-TIME USER FOR THE ONLINE PERMIT CENTER PORTAL

Need Help?

If at any point in your application process you require help, please contact us at the Permit Center and we'd be happy to help.

For accessibility and translation accommodations, please refer to the last page of this guide for more resources.

Email contact: permitcenter@bendoregon.gov

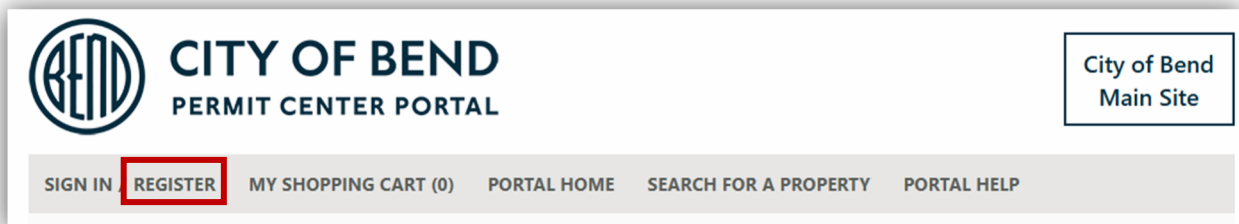
Permit Center Phone: (541) 388-5580

Online Permit Center Portal Home: <https://cityview.ci.bend.or.us/portal>

Steps To Register

Step 1 – Access the Permit Center Portal

1. You can directly navigate to the registration link here:
<https://cityview.ci.bend.or.us/Portal/Account/Register>
2. Or, starting from the Portal Home site, <https://cityview.ci.bend.or.us/portal>, you can access the same place when you click "**REGISTER**" on the left-hand side of the top menu bar.





Step 2 – Enter and Confirm Your Email Address

1. Select "**Email Address**" and enter your email address.
2. Select "**Confirm Email Address**" re-enter the same address.

Example: *permitcenter@bendoregon.gov*

Email Address (this will be your Login ID)*

permitcenter@bendoregon.gov

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

Confirm Email Address*

permitcenter@bendoregon.gov

Please re-enter your valid email address.

Step 3 – Create a password

1. Select "**Password**" and enter a minimum 8-character password.
2. Select "**Confirm Password**" and re-enter the same password.

Password (min. 8 characters)*

Confirm Password*



Step 4 – Select “Next Step”

1. At the bottom of the page, select “Next Step”

Welcome to the City of Bend's Permit Center Portal Registration

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 will be your Login ID)*

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

Confirm Email Address*

Please re-enter your valid email address.

Password (min. 8 characters)*

Confirm Password*

CANCEL

NEXT STEP



Step 5 – Enter Your Contact Information

1. Select “**Full Name**” and enter your full name.
2. Select “**Preferred Contact Method**” and chose from **Email** or **Mail** communication.
 - a. NOTE: Selecting **Email** as your preferred contact method is the quickest and easiest way to receive communication from the City of Bend Online Permit Center Portal. Mail is available for Land Use and Licensing, but all Right of Way and Permitting operations are handled through email.

New Contact Information

Required information is indicated with an asterisk (*)

Contact Information ☺

Full Name:*

Preferred Contact Method:*

--Select--

--Select--

Email

Mail

Step 6 – Enter Your Primary Address

1. Search for an address by typing it into the search box.
2. Select the address from the drop-down menu.
 - a. NOTE: You can use your physical address but entering your mailing address is recommended if your physical and mailing addresses do not match.

Example: 710 NW Wall Street, Bend, Oregon, 97703

Address ☺

Search for address

710 NW WALL ST, BEND, OR 97703

710 NW WALL ST, BEND, OR 97703

jurisdiction. If your location appears, please select it from the list.



Step 7 – Enter Your Mailing Address

2. Check “**Copy from Address Above**” if it is the same.
3. If your mailing address is different, enter your **Street Address**, **City**, **State**, and **Zip Code**.
4. Ensure all fields are correct (Street Address, City, State, and Zip Code).

Mailing Address ☺

Copy from Address Above: ☒

Street Address:

710 NW WALL ST

Address Extra Line 1:

Address Extra Line 2:

City:

BEND

State:

Oregon

Zip:

97703

Step 8 – Enter Contact Number(s)

1. Select “**Contact Number**” and enter your phone number.
2. If entering more than one phone number, enter it below the first.
3. Select “**Type**” and choose between **Primary** and **Additional**.

Example: (541) 388-5580

Contact Numbers ☺

Contact Number(s):

Type*	Contact Number*	Ext.
Primary	541-388-5580	X
--Select--		

*Note: at least one contact number is required.



Step 9 – Website verification

1. Select the pink field and enter the characters above.
2. If the image (CAPTCHA) is difficult to interpret, you can hit the refresh button to get a new series of characters.



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

Step 10 – Activate Your Account

1. Select **"Next Step"**.
2. Check your email inbox for a **confirmation email** titled **"City of Bend's Permit Center Portal account registration"** from
3. **Click the activation link**
 - a. If you can't find the activation email, please check your SPAM folder or trash bins. If you continue to have trouble finding the activation email, please contact permitcenter@bendoregon.gov for more assistance.
4. Enter your **email address** and **password**
5. Select **"Activate"**
6. Once your account has been successfully activated, select **"Portal Home"** and begin utilizing the online permit center: <https://cityview.ci.bend.or.us/Portal/>

City of Bend's Permit Center Portal Account Activation

Account Name and Password ☺

In order to activate your account, enter the email address and password you provided when you created the account.

Email Address:*

Password:*

ACTIVATE



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.