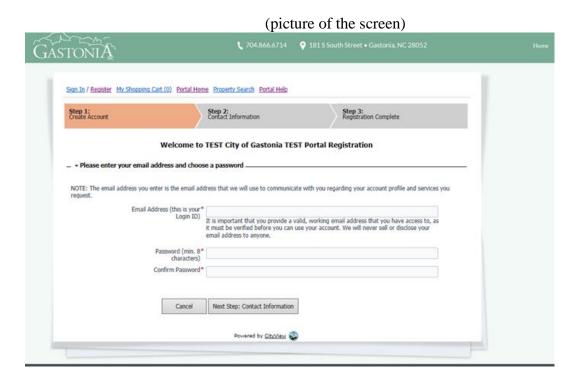
How to register on the City of Gastonia CityView portal. The CityView portal was implemented on Wed. July 8th and is how we now communicate with one-on-one with our residents and community for permits. This portal provides up-to-date information and is user friendly.

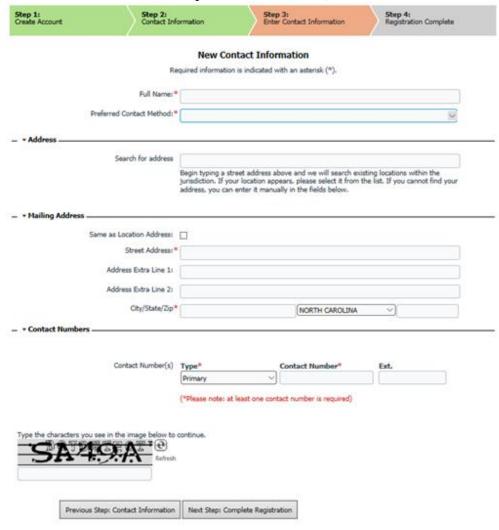
First step is to register: Go to https://devsvcs.cityofgastonia.com/. It's very easy.

- 1. **Step 1** is creating an account.
 - a. Enter a valid, working **email address** you can access regularly so we can communicate back and forth.
 - i. After you register, you'll receive a confirmation email with a hyperlink you'll need to activate.
 - b. Create a **password** (min. 8 characters).



- 2. Step 2 is providing contact information. (no picture available for these two questions)
 - a. Question 1: Would you like to associate your account with an existing Contractor license? For most situations the answer is NO.
 - b. Question 2: Would you like to associate your account with an existing Business license? For most situations the answer is NO.
- 3. Step 3 is entering new contact information:
 - i. Enter your full name
 - ii. Enter the preferred Contact Method: Email, Fax, Mail, Phone. Staff recommends selecting email.
 - iii. Search for the address: This is the address where the project is taking place
 - iv. Mailing address: Your mailing address in case we need to send a letter via mail.
 - v. **Contact Number**: The preferred **phone number** that you would like staff to use to contact you with any questions, suggestion or concerns.
 - vi. Type the characters you see in the image (usually a mix of 4 to 6 letters and/or numbers) this is not upper/lower case sensitive
 - vii. Click on the box Next Step: Complete Registration

(picture of the screen)



- 4. Registration Complete (Last step)
 - a. You'll receive a message that your account was created successfully.
 - b. Click on the hyperlink contained in the email to activate your account. It may take up to 30 minutes for the email to arrive.

