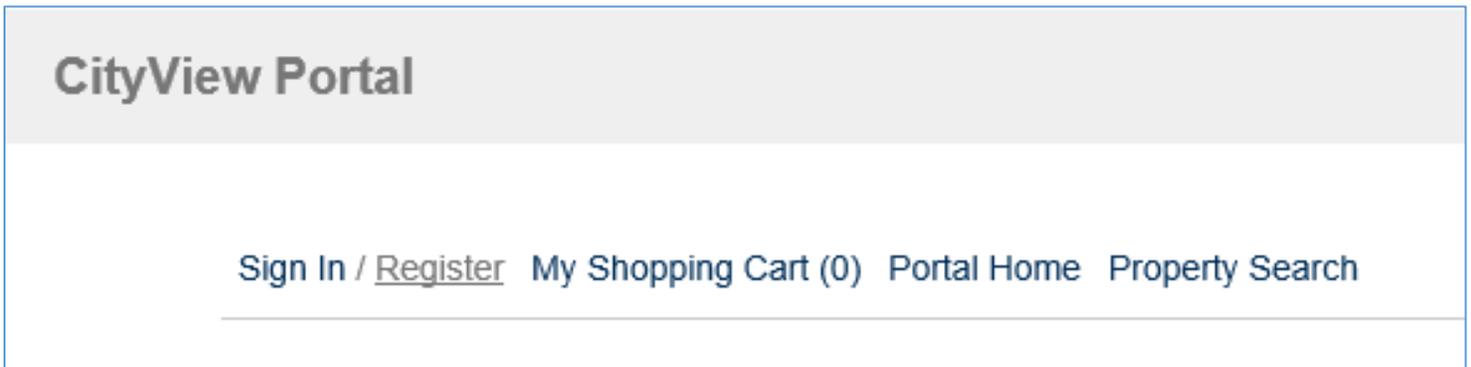


How to Create your Cityview Portal Account

- 1) Go to the Cityview Portal at <https://eservices.fortsask.ca/CityviewPortal>
- 2) Click the "Register" link. If you previously created an account to renew your license, use that account to sign in.



- 3) Enter the email address that is on your business license and a secure password. You MUST enter the email address that was provided on the Business Licence Application. If you do not know or do not remember the email then call 780.912.2167 or email ecdev@fortsask.ca.

The screenshot displays the registration form for the City of Fort Saskatchewan Portal. At the top, there is a navigation bar with links: "Sign In / Register", "My Shopping Cart (0)", "Portal Home", and "Property Search". Below this is a progress indicator with three steps: "Step 1: Create Account" (highlighted in orange), "Step 2: Contact Information", and "Step 3: Registration Complete".

Welcome to City of Fort Saskatchewan 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 is 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. We will never sell or disclose your email address to anyone.

Password (min. 8 characters)*

Confirm Password*

4) Select YES to associate your account to an existing license

Sign In / Register My Shopping Cart (0) Portal Home Property Search

Step 1: Create Account **Step 2:** Contact Information **Step 3:** Registration Complete

Contact Information

Would you like to associate your account with an existing Business license?

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5) Enter the LC number that is on your last renewal invoice or that has been provided to you and click "Search"

Sign In / Register My Shopping Cart (0) Portal Home Property Search

Step 1: Create Account **Step 2:** Contact Information **Step 3:** Registration Complete

Contact Information

Would you like to associate your account with an existing Business license?

Enter your license or issuance number:

Note: Only a single account may be associated with a business or contractor.

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6) Click the "Register as this licensee" button below your company name.

Contact Information

Would you like to associate your account with an existing Business license? Yes

Enter your license or issuance number:

Note: Only a single account may be associated with a business or contractor.

Click on the license to create a portal account linked to that license.

Test Company

Register as this Licensee

Only click Yes to Register as a business owner if you already have a valid business license.

Cancel

Previous Step: Create Account

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7) Click "OK" to confirm creating the account.

Create Account

Create a CityView Portal Account linked to Test Company?

OK

Cancel

8) You will see this message that your account was created. Your account still needs to be activated though.

Sign In / Register My Shopping Cart (0) Portal Home Property Search

Step 1: Create Account

Step 2: Contact Information

Step 3: Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to BusinessLicenseEmail@test.ca. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.

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9) You will receive an email containing a link that you must click on to complete the registration of your account.

Thu 6/06/2019 9:32 AM

 donotreply@webmail.fortsask.ca
City of Fort Saskatchewan web portal account registration

To Kelsey Van Der Kley

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

Please click on the link to complete the registration.

<https://eServices.fortsask.ca/CityviewPortal/Account/Confirmation?accountid=fdkOA4N2ZuAdcGHYVmVEeUa9hRdBj2WnKb2RrapS7QU%3D>

10) Clicking on that link will take you back to the portal where you are required to enter your email and password again to verify that you are indeed the person requesting the account to be created.

CityView Portal

[Sign In / Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#)

City of Fort Saskatchewan 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

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11) Once activated you will see this screen

Welcome Test Company!

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

Your account has been successfully activated

Thank you for activating your account.

If you would like to receive notification emails about new development projects or updates on applications you have submitted, please subscribe here: [My Community Notifications](#).

To access the CityView Portal, you may proceed to [Portal Home](#)

Powered by [CityView](#) 