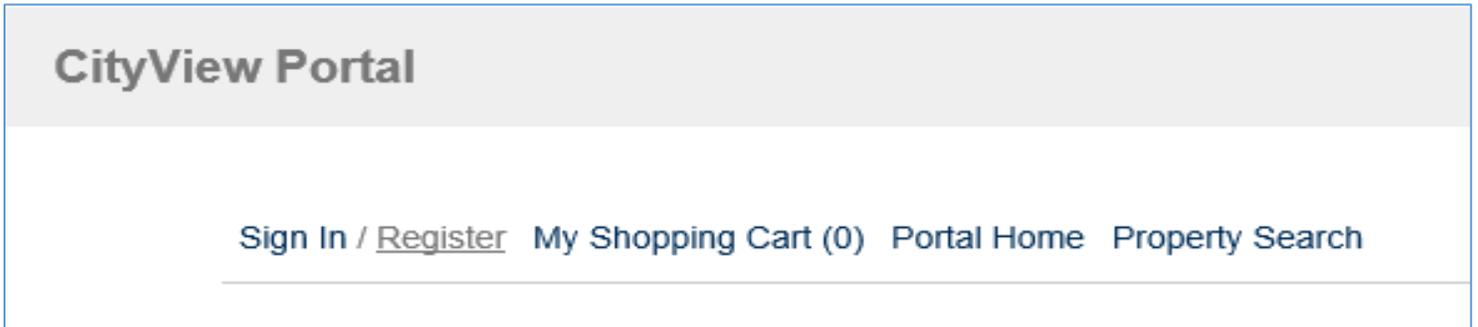


# How to Create your Cityview Portal Account

- 1) Go to the Cityview Portal at <https://eservices.fortsask.ca/CityviewPortal>
- 2) Click the "Register" link.



- 3) Enter the email address that you will use for permits applications going forward.

A screenshot of the registration page for the City of Fort Saskatchewan Portal. At the top, there is a navigation bar with "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". The main heading is "Welcome to City of Fort Saskatchewan Portal Registration". A dropdown menu is open, showing "Please enter your email address and choose a password". Below this is a note: "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." The form contains three input fields: "Email Address (this is your Login ID)\*" with the value "MyEmailAddress@email.ca", "Password (min. 8 characters)\*" with masked characters, and "Confirm Password\*" with masked characters. At the bottom, there are two buttons: "Cancel" and "Next Step: Contact Information".

4) Select NO to associate your account to an existing license

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

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**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?

- 5) Enter your contact information. If you are a local resident, search for your address by entering the first few letters then choose from the drop down.

## New Contact Information

Required information is indicated with an asterisk (\*).

Full Name:\*

Preferred Contact Method:\*

▼ Address

Search for address   
Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

▼ Mailing Address

Same as Location Address:

Street Address:\*

Address Extra Line 1:

Address Extra Line 2:

City/Province/Postal Code\*

▼ Contact Numbers

Contact Number(s)	Type*	Contact Number*	Ext.	
	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Primary"/>	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value="7809926200"/>	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	<input style="border: none; background-color: #ccc; padding: 2px 5px;" type="button" value="X"/>
	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	<input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/>	

(\*Please note: at least one contact number is required)

- 6) Click the "Next Step: Complete Registration" button.

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

## Registration Complete

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Your new account was created successfully.

A confirmation email has been sent to MyEmailAddress@email.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.

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

Subject: City of Fort Saskatchewan web portal account registration

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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=ssyu0XykfG4CguTeDgo6G0ifry9yr7NZ>

9) 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

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

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## City of Fort Saskatchewan Portal Account Activation

▼ Account Name and Password

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

Email Address\*

Password\*

Powered by [CityView](#) 

10) Once activated you will see this screen

**Welcome Test Company!**

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

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## Your account has been successfully activated

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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](#) 