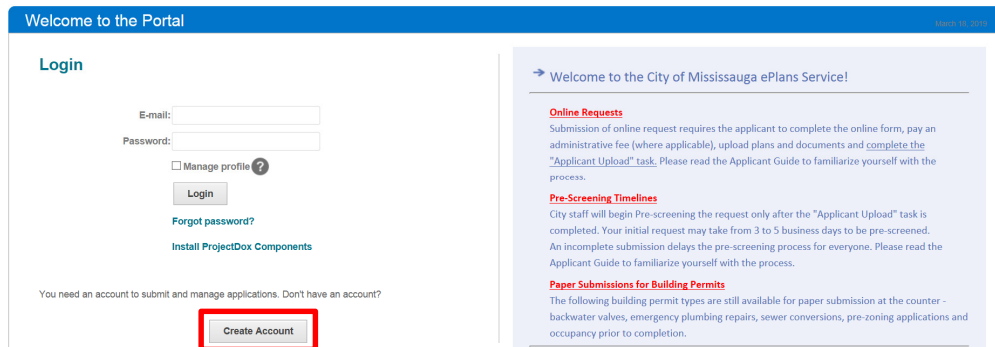


# HOW TO: CREATE AN ACCOUNT

1. Visit [www.mississauga.ca/eplans](http://www.mississauga.ca/eplans) and click “Create Account”



Welcome to the Portal March 19, 2018

**Login**

E-mail:

Password:

Manage profile <sup>?</sup>

[Forgot password?](#)

[Install ProjectDox Components](#)

You need an account to submit and manage applications. Don't have an account?

→ Welcome to the City of Mississauga ePlans Service!

**Online Requests**  
Submission of online request requires the applicant to complete the online form, pay an administrative fee (where applicable), upload plans and documents and [complete the "Applicant Upload" task](#). Please read the Applicant Guide to familiarize yourself with the process.

**Pre-Screening Timelines**  
City staff will begin Pre-screening the request only after the "Applicant Upload" task is completed. Your initial request may take from 3 to 5 business days to be pre-screened. An incomplete submission delays the pre-screening process for everyone. Please read the Applicant Guide to familiarize yourself with the process.

**Paper Submissions for Building Permits**  
The following building permit types are still available for paper submission at the counter - backwater valves, emergency plumbing repairs, sewer conversions, pre-zoning applications and occupancy prior to completion.

2. Complete the required fields with your personal information and click “Create My Account”



**Create Your Account** <sup>?</sup>

First Name \*

Last Name \*

Email \*

Confirm Email \*

Phone \*  x

Additional Phone \*  x

Company Name

Address 1 \*

Address 2

Country \* Canada

Provincial/State \*

City \*

Postal Code/Zip Code

New Password \*

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must be between 8 and 15 characters.

Confirm Password \*

I'm not a robot 

## IMPORTANT NOTE ABOUT EMAIL ADDRESS

Please use an active email address that you monitor on a regular basis. This is the how we will communicate with you

- Password must **not** contain special characters
- must contain at least one digit
- must contain at one upper case letter
- must contain at one lower case letter
- must be between 8 and 15 characters.

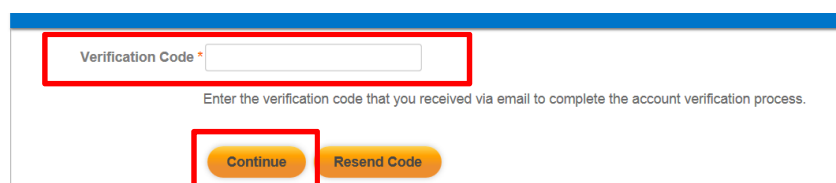
3. Verify your email address. Check your email inbox for an email titled “Welcome to ePlans”. You must confirm your email address by entering the verification code at the link provided.



### New Account Request

Welcome to the City of Mississauga ePlans Service! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

<b>User Login:</b>	<a href="mailto:eplans2018@gmail.com">eplans2018@gmail.com</a>
<b>Verification Code:</b>	A2CB88 (Good until 2018-03-19 5:38:42 PM)
<b>Click to verify password:</b>	<a href="https://eplans.mississauga.ca/Portal/Login/RequestCode/Mississauga?Email=eplans2018@gmail.com">https://eplans.mississauga.ca/Portal/Login/RequestCode/Mississauga?Email=eplans2018@gmail.com</a>
<a href="#">Login to ePlans Service</a>	



Verification Code \*

Enter the verification code that you received via email to complete the account verification process.