
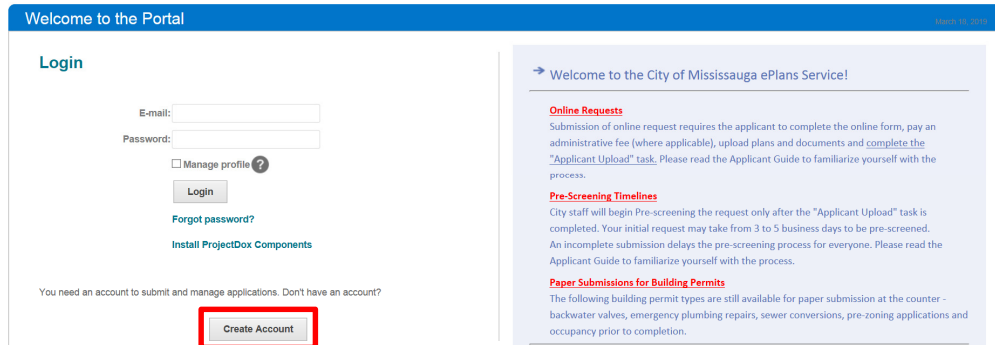


HOW TO: CREATE AN ACCOUNT

CLICK HERE FOR VIDEO TUTORIAL 

1. Visit www.mississauga.ca/eplans and click “Create Account”



Welcome to the Portal March 19, 2018

Login

E-mail:

Password:

Manage profile [?]

[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 [?]

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 and it cannot be changed once the account is created.

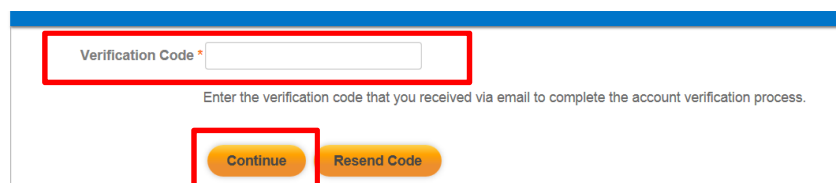
3. Verify your email address. Check your email inbox for an email titled “Welcome to ePlans”. You must confirm your email address by entering the verification code at the link provided.



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.

User Login:	epplans2018@gmail.com
Verification Code:	A2CB88 (Good until 2018-03-19 5:38:42 PM)
Click to verify password:	https://eplans.mississauga.ca/Portal/Login/RequestCode/Mississauga?Email=epplans2018@gmail.com
Login to ePlans Service	



Verification Code *

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