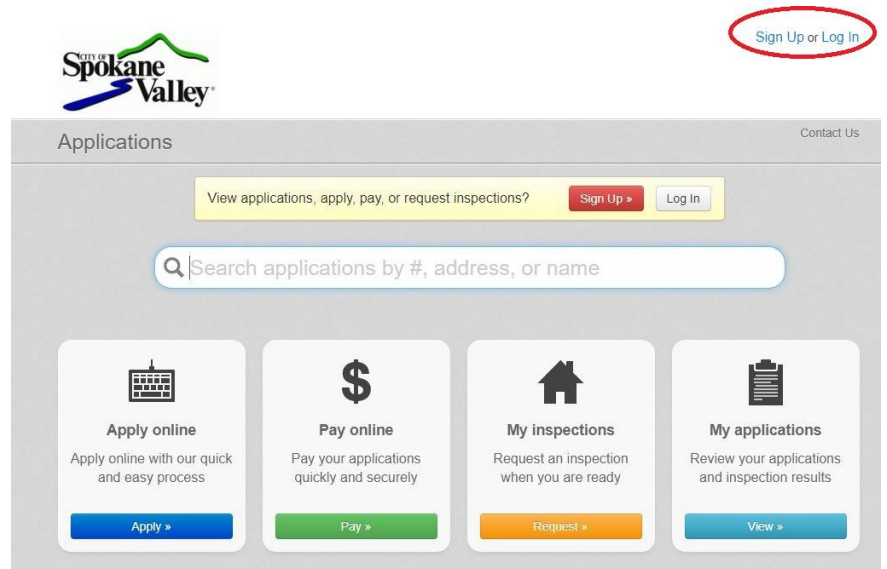


How to get FULL INTERACTIVE Access to the Permit Portal

1. Create or Log In to your portal Account

*** If you create a new account, please make sure to "Verify" your account per the email that is sent to your email address you used before access is allowed - the email will come from noreply@smartgovcommunity.com for the purposes of spam, etc..."*

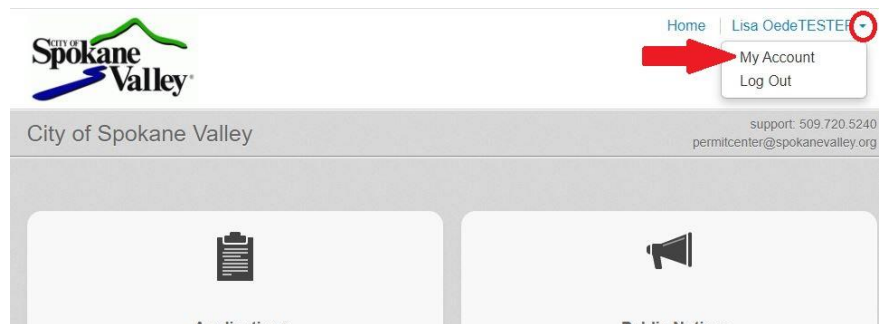


2. Once you have verified your email, please send an email to permitcenter@spokanevalley.org requesting an ACCESS CODE.

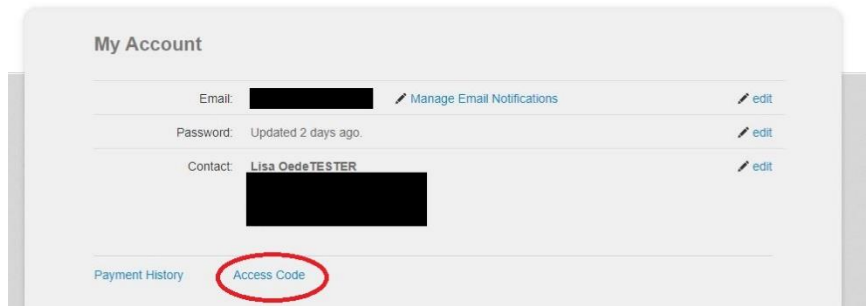
*** If you have a current permit, please list the PERMIT NUMBER(S) so we can update the "Access Permission" and send you the Access Code required along with instructions on how to add it to your account.***

3. Once the City has emailed you the Access Code, here is how you update your account:

- a. Log back into your portal account (if necessary) and click on your name to open the dropdown; select **MY ACCOUNT**



b. Click on the blue **ACCESS CODE** Link



My Account

Email:	[REDACTED]	Manage Email Notifications	edit
Password:	Updated 2 days ago.		edit
Contact:	Lisa OedeTESTER		edit

[Payment History](#) [Access Code](#)

c. Enter the access code you were given by the City & Click Submit



Enter your access code

Access code:

The access code will associate your account with any application you may already have applied for or need access to.

2. Click Here

Don't have one? Call us at 509.720.5240 or send an email to permitcenter@spokanevalley.org