CDOT Creating Your Web Account

Online Permit Portal
# Table of Contents

Creating a New Account ............................................................................................................................... 1
   Email Account Verification (Step 1 of 3) ................................................................................................... 2
   Create New Account (Step 2 of 3) ......................................................................................................... 4
Join/Create Company (Step 3 of 3 – Optional) ......................................................................................... 5
   Individual/Personal Account ................................................................................................................. 5
   Company Information ........................................................................................................................... 5
Sign Out ......................................................................................................................................................... 9
Appendix A: Request New Company ........................................................................................................ 10
Creating a New Account

To create a new account, click on [Online Permit Portal](https://ipi.cityofchicago.org/profile) or enter https://ipi.cityofchicago.org/profile in your address bar.

Click [Create New Account](https://ipi.cityofchicago.org/profile).

*Note: If you already have an account, enter your Username and Password to Sign In.*
Email Account Verification (Step 1 of 3)

Enter your **Account Information**:
- Enter your **Email Address** (required)
- Click **Submit** to proceed

A confirmation message will be sent to your email address you provided from:
- [do-not-reply@cityofchicago.org](mailto:do-not-reply@cityofchicago.org)

If you need assistance, please contact [support](mailto:support@cityofchicago.org) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.
Creating Your Web Account

City of Chicago

Click the link to verify the email address you provided – this link will take you to Create Account screen on the Online Permit Portal.

Click the link to verify your email address.

This email is to confirm the validity of this email address. Please click here to complete your account creation.

If the link above does not work copy the link below into your browser.

https://ipitest.cityofchicago.org/Profile/Account/Register?qY2oD6HyvNYJX67upZSRm6OodjNu8aOKznzqbXQkzSMW6QCAIugmUZ%2fayxiI99P

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.
Create New Account (Step 2 of 3)

Enter all of the required fields (*).

- Click Register to proceed (at the bottom of the page)

Note: The Help Icon provides any additional information about fields to users.
Join/Create Company (Step 3 of 3 – Optional)

Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company information, click Skip This Step to proceed to the Home Page.

Company Information

Following the following steps to link your Company Information to your account:

- Enter the partial or full name of your Company in the free form text field
- Click Find Company

1. Enter partial/full name of your Company
2. Click Find Company to proceed OR CLICK ENTER

Click Skip This Step to create individual or personal account
Locate your company in the fields that appear:

- Click Request Enrollment in Company

**Note:** If you do not see your company, either click the Request New Company button at the bottom of the page, or search again. For steps to request a new company, please refer to Appendix A at the back of the training guide.

The Confirm enrollment request dialog box will be displayed:

- Click Request to proceed
The Pending Enrollment Request page will be displayed.

**Note:** Please allow 1-2 weeks for your request to be completed. If your request is not completed by that time, please contact the Administrators found at the bottom of the page. IT WILL NOT REQUIRE 1-2 WEEKS IN THE INITIAL STAGES OF THE TRANSITION TO THE NEW PERMIT PORTAL.
Once you have successfully logged in, the **Home Page** will be displayed.

**Note:** Click on any text in blue on this page to get more details.
Sign Out

When finished, be sure to sign out:

- Click the **drop-down arrow** beside your name
- Click **Sign Out** to log off of the E-Permit application
Appendix A: Request New Company

Enter **Contact Information**:  
- Enter the **Company Name** (required)  
- Enter the **Telephone Number** (required)  
- Enter the **Street Address** (required)  
- Enter the **Street Address 2** (optional)  
- Enter the **City** (required)  
- Select the **State/Province** from the drop-down (required)  
- Enter the **Zip/Postal Code** (required)  
- Enter the **FEIN** (required)  
- Click **Request New Company** to proceed
Your request has been sent. Your request should be processed in 1-2 weeks.