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Logging into Web portal

Web Address: [https://ipi.cityofchicago.org/profile](https://ipi.cityofchicago.org/profile)

If you have an account already enter User name and password.

Click create new account to establish a new user account.
Creating account on Web portal

Enter your email address

To establish a new account you need to provide a valid email address and click submit.

Once you submit your email address, you will receive an email with a link from e_permit@cityofchicago.org.

Follow the link in the email you receive
Once you’ve created your account, you will be taken to the login screen below.
Enter your user name and password here, and then click the Sign In button.
Once you successfully login, you should see your home page.

Various filters will allow users to filter the list of items displayed.

Click Find Existing button and enter the number of the existing item.

Click Apply for new button and select permit to apply for a new item online.

Clicking on the blue bar allows users to expand each permit to see each item in more detail.

This page has a number of links. Click on any text in blue on this page to get to details.
Linking To Or Creating New Company on Web portal

After you have logged on click on the triangle and then click My Company
Linking to My Company on Web Portal – Existing Company

An email will be sent to cdotsupport@cityofchicago.org

CDOT will review your request to be part of this Company and if appropriate link you to this Company.

Once CDOT has linked you to the Company, a system generated email will be sent to your email confirming that you have been linked to the Company.
Linking to My Company on Web Portal – New Company

If you do not find your Company listed, you will need to Request A New Company be created.

<table>
<thead>
<tr>
<th>Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the name of your company</td>
</tr>
<tr>
<td>WEST CHESTER PERMIT LLC (A CONSOL)</td>
</tr>
</tbody>
</table>

Select one of the companies below. If you do not see your company, either click the ‘Request New Company’ button, or search again.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEST CHESTER PERMIT LLC (A CONSOLIDATOR)</td>
<td>P.O. BOX 62293, CINCINNATI, OH 45262</td>
</tr>
</tbody>
</table>

Click on Request New Company

An email will be sent to cdotsupport@cityofchicago.org

CDOT will review your request for creation of a New Company and if appropriate will create the new Company.

Once CDOT has created the new Company, a system generated email will be sent to your email confirming that the new Company has been created and that you have been linked to the Company.
NOTES:
• The first person to be linked to a Company will be delegated as the Company Administrator. The Company Administrator will be able to approve future requests to be linked to this Company.

• A Company Administrator is able to delegate other future applicants to also be a Company Administrator. A Company Administrator can also remove Administrator Access for other users that are linked to the company.

• The Company you have been linked to holds the Expeditor License which then allows you to apply for permits on behalf of other Companies.

• You will see the permits you apply for on your Dashboard.
Leaving a Company on Web Portal

Click on Leave Company

Company Administration
In order to perform administrative actions, such as inviting new users to join your company, granting user’s administrative privileges, and updating company contact information. You must navigate to the my company page at https://ipi.cityofchicago.org/Profile/Company. This link is available under the “My Company” item in the orange menu at the top of the page.
Once at the “My Company” page, you may perform the actions below. If you do not see the headings as mentioned below, your account is not set up as an administrator, and you must contact your company’s administrator or technical support.

**Updating your Company’s Contact Information**

To update the contact information for your company’s account, first go to the “Contact Information” section, and click the green “Change” button.

Next you will be taken to the “Change Company Contact Information” page. Once there, make any updates, and click the blue “Update” button to save your changes. If you do not wish to save your changes, click the “Cancel” button.
Inviting Users
To invite a user, go to the “Invite New User” section. Enter the email address of the person you wish to invite into the “New User Email” text box, and then click the green “Invite User” button. The user will receive an invitation email which will contain a link to join your company.

Accepting User Requests to Join Company
To accept a user’s request to join your company, locate their user name under the “Users Requesting Enrollment” section, and click the green “Accept” button.
Rejecting User Requests to Join Company
To accept a user’s request to join your company, locate their user name under the “Users Requesting Enrollment” section, and click the red “Reject” button.

Granting a User Administrative Privileges
To grant a user administrative privileges at your company, locate their user name under the Enrolled Users section, and click the “Grant Admin Rights” button

Revoking a User’s Administrative Privileges
To revoke a user’s administrative privileges, locate their user name under the Enrolled Users section, and click the “Revoke Admin Rights” button.
Removing a User from the Company
To remove a user from your company, locate their user name under the Enrolled Users section, and click the red “Remove User” button.