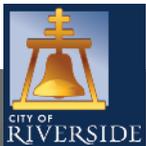
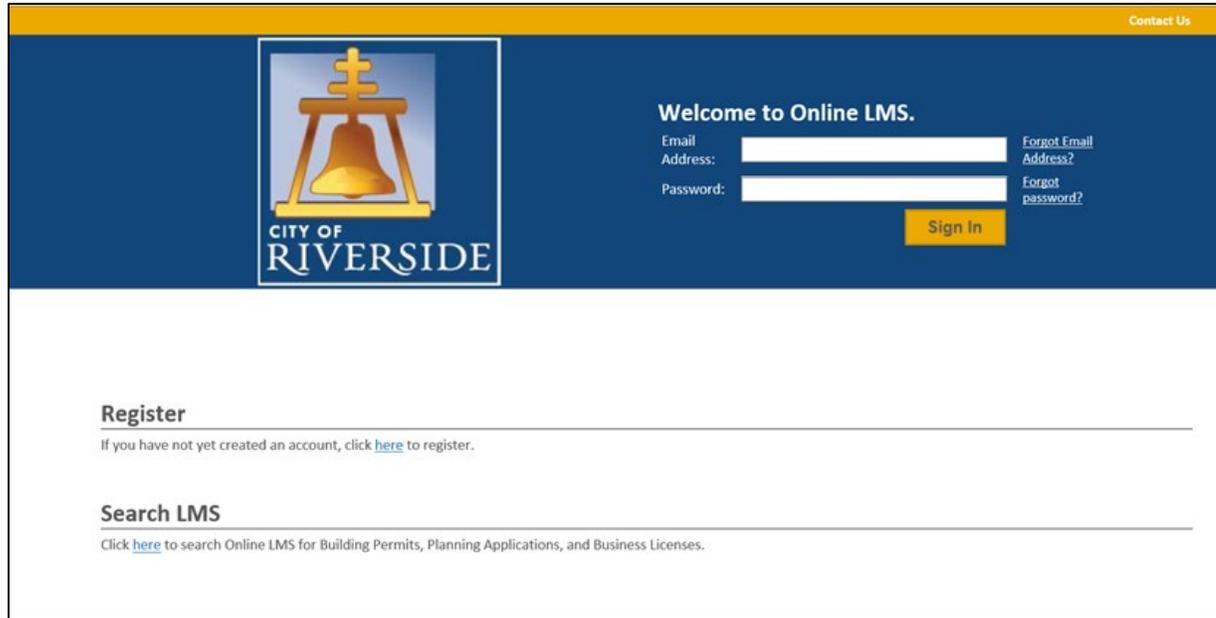


CITY OF RIVERSIDE PERMIT PORTAL

HOW TO REGISTER AS A USER



WELCOME TO THE PERMIT PORTAL— SETTING UP YOUR USER ACCOUNT



City of Riverside Online LMS Login Page

Welcome to Online LMS.

Email Address: [Forgot Email Address?](#)

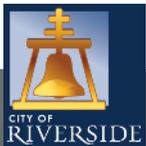
Password: [Forgot password?](#)

Sign In

Register
If you have not yet created an account, click [here](#) to register.

Search LMS
Click [here](#) to search Online LMS for Building Permits, Planning Applications, and Business Licenses.

- If you are a NEW USER, you will need to set up a new user login in the system in order to access your activities
- If you are a RETURNING USER, sign in using your email address and password
- Once registered, ensure you sign up for email notification for real time status updates under your “Profile” at the top right of the home screen



WELCOME TO THE PERMIT PORTAL— SETTING UP YOUR USER ACCOUNT

City of Riverside | Contact Us | Home | Sign In

Welcome to Online LMS

Please register online. All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can confirm your registration.

* Email: A valid email is required as your email address will be used to login to the system.

* Confirm Email:

* Password: Password must:
- be at least 8 characters
- contain at least two (2) letters (one upper case and one lower case)
- and one (1) number.

* Confirm Password:

YOUR INFORMATION

* First Name: First Name cannot start with a numeric character.

* Last Name:

* Phone Number: () -

MAILING ADDRESS

+ Mailing Address * Mailing Address * Primary

SECURITY QUESTION FOR PASSWORD RESET

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

* Security Question:

* Security Answer:

* Code: Enter the code you see below.

The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. It is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact {Name Here} at {email here} or {phone number here}.

Screen ID: 987369

- Enter your EMAIL and confirm your EMAIL
- Create a PASSWORD and confirm your PASSWORD
- Enter your CONTACT NAME AND PHONE NUMBER

WELCOME TO THE PERMIT PORTAL— SETTING UP YOUR USER ACCOUNT

The screenshot displays the 'Mailing Address' form within the 'LMS Online - Mailing Address - Internet Explorer' window. The form includes the following fields and controls:

- Address Type:** A dropdown menu currently set to 'Civic', with a red arrow pointing to it.
- Street Address:** A text input field.
- Line 2:** A text input field.
- City / Town:** A text input field.
- Province / State:** A dropdown menu set to '(None)'.
- Country:** A dropdown menu set to '(None)'.
- Zip / Postal Code:** A text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Save & Close'. A red arrow points to the 'Save & Close' button. Below the form, a 'Finish Registration' button is also indicated with a red arrow. A privacy notice is visible at the bottom of the page, and the screen ID '987369' is located in the bottom right corner.

- To enter your MAILING ADDRESS, click the PLUS SIGN to add address; a new window will open
- Enter your address information, then SAVE and SAVE & CLOSE
- Return to the previous screen
- Create a SECURITY QUESTION (in case you forget your password)
- Enter the CAPTCHA you see on the screen
- Click FINISH REGISTRATION to continue

WELCOME TO THE PERMIT PORTAL— SETTING UP YOUR USER ACCOUNT

http://rc-lmspwdev03.riverside.tld/dev/pub/lms/Default.aspx?PossePresentation=Success&Po

LMS Online - Welcome to ...

File Edit View Favorites Tools Help

Page Safety Tools

Contact Us

Home | Sign In

Welcome to Online LMS ←

Your registration submission has been received.
Your user account's email address will be:
Your registration is not complete.
We will send an email to the email address displayed above.
Follow the instructions in the email to complete your registration in the system.

Screen ID: 976159

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powered by POSSE

- Once your registration is complete, you will see this screen
- You will receive an email at the email address provided.
- You must confirm your registration to proceed. Be sure to follow the instructions contained in the email.



CITY OF RIVERSIDE PERMIT PORTAL

**THANKS FOR
WATCHING!**

**FOR FURTHER ASSISTANCE, CONTACT THE CITY OF RIVERSIDE
ONE STOP SHOP 951-826-5800**

