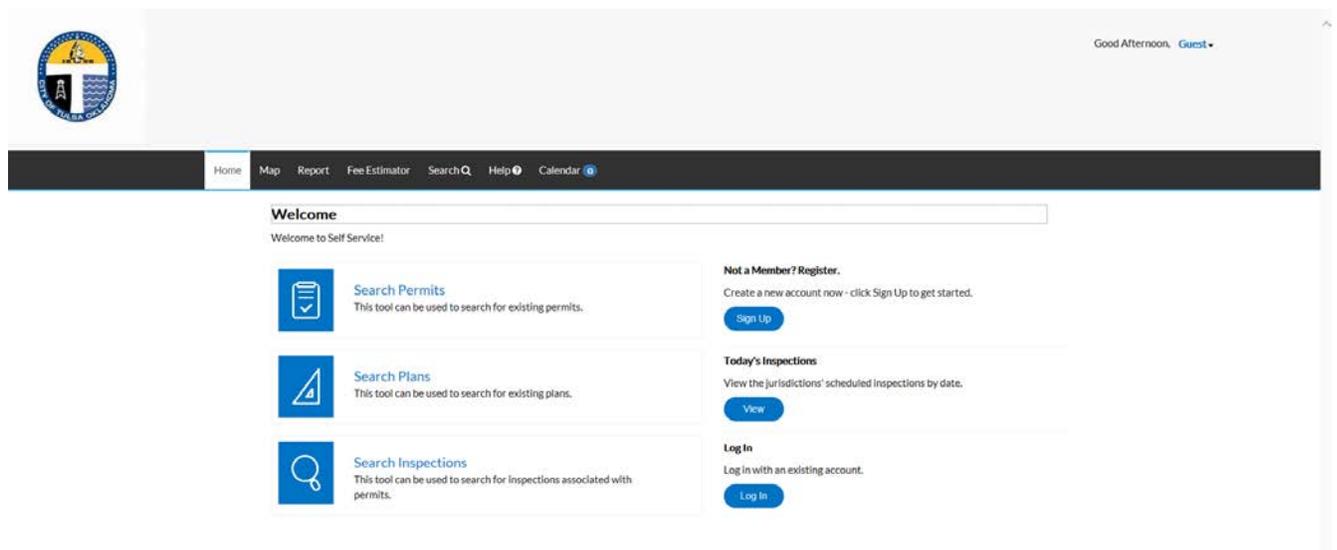


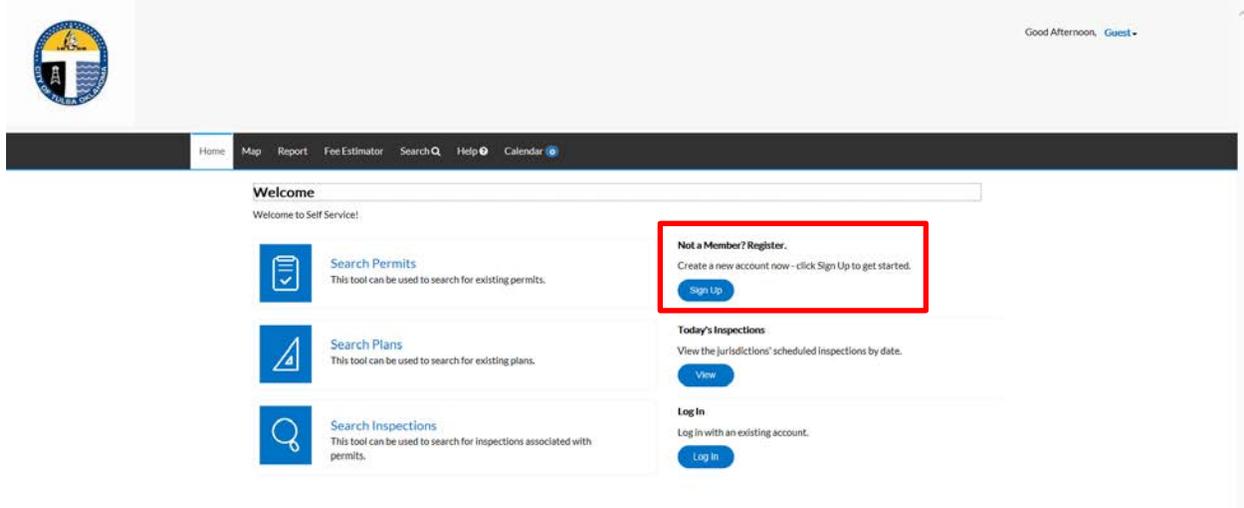
# TULSA CITIZEN SELF SERVICE REGISTRATION INSTRUCTIONS

You can access the Tulsa Citizen Self Service portal from <https://www.cityoftulsa.org/government/departments/planning-and-development/permitting/> Click on 'Self Service Portal'; once you have the portal up, you can bookmark this address in your browser. If you have problems registering, please call 918-596-9456 or email [cotdevsvcs@cityoftulsa.org](mailto:cotdevsvcs@cityoftulsa.org)

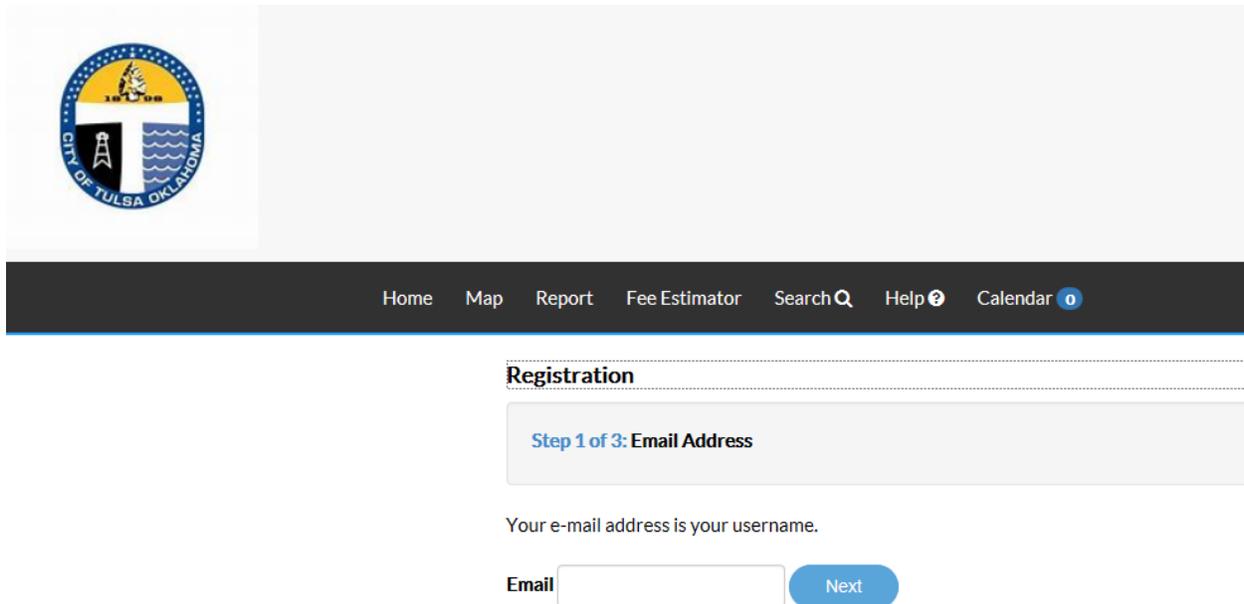


Anyone can browse the site as a guest without registering as a user. Those who have permits, plans, and other activities on which they are a contact with the City of Tulsa will want to register for the site to see more information regarding their project(s).

To register, go to 'Not a Member? Register' in the right hand column; click on 'Sign Up'.



Follow the instructions on the screen to register.



**NOTE: USE THE SAME EMAIL THAT YOU USE IN YOUR TRANSACTIONS WITH THE CITY OF TULSA TO ASSURE THAT YOU WILL BE ABLE TO SEE YOUR ACTIVITIES. FOR CONTRACTORS WHO ARE REGISTERED CONTRACTORS, THIS IS THE EMAIL ASSOCIATED WITH YOUR CONTRACTOR REGISTRATION. THIS WILL BE YOUR USER NAME.**

## Registration

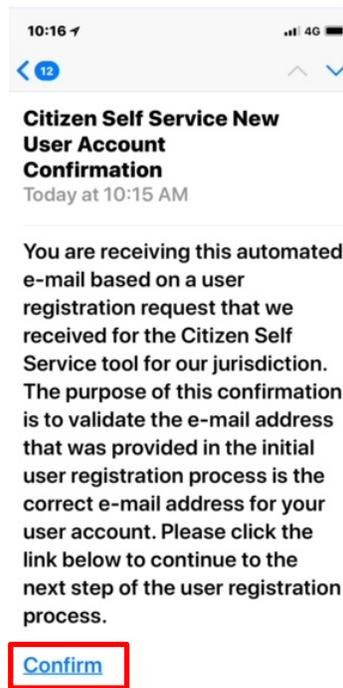
### Step 1 of 3: Email Address

Your e-mail address is your username.

Email

Next

After you enter your email address, you will receive an email that contains a link to complete your registration. The email will be from [noreply@tylertech.com](mailto:noreply@tylertech.com)



**NOTE: BE SURE TO USE THE CONFIRM LINK IN THE EMAIL TO COMPLETE THE REGISTRATION; DO NOT RETURN TO YOUR ORIGINAL REGISTRATION PAGE.**

Click Register to continue the registration process. You will only have to register one time.

## Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email creichman77@gmail.com

Back

Register

To complete the registration, you will need to provide some personal information. Only the fields that have red asterisks are required.

10:18 4G

Mail tulsaoak.tylertech.com

### Registration

Step 3 of 3: Contact Information

#### PERSONAL INFO

\*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

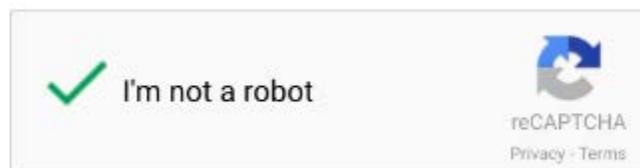
Business Phone

Home Phone

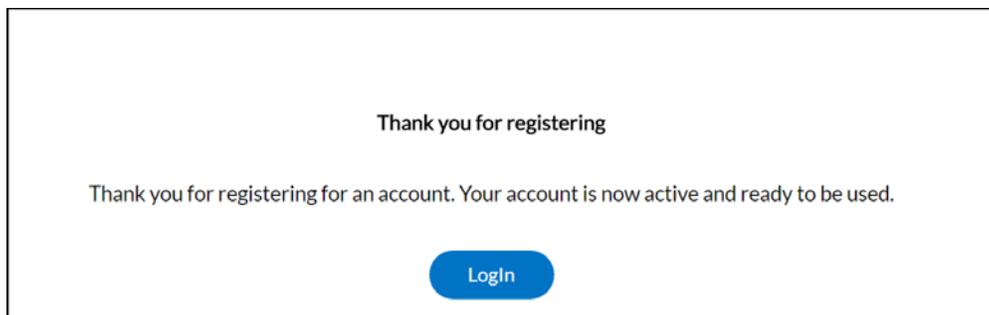
Most required fields are self-explanatory; however you will want to pay particular attention to the password. You get to pick your own password; the system will tell you the strength of the password. When you tab to “Confirm Password,” the system will tell you “Password and confirmed password do not match.” Ignore this message and continue to type your password into the blank confirm password field. Once you have entered your password into the confirm password field, the message will go away if the passwords match.

The screenshot shows a mobile browser interface. At the top, the status bar displays the time 10:24, signal strength, 4G, and battery level. Below the status bar, the address bar shows the URL tulsaok.tylertech.com. The main content area is titled "PASSWORD" and contains the instruction: "The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number." There are two input fields: "Password" and "Confirm Password", both containing masked characters. Below the "Password" field is a green progress bar labeled "Strong".

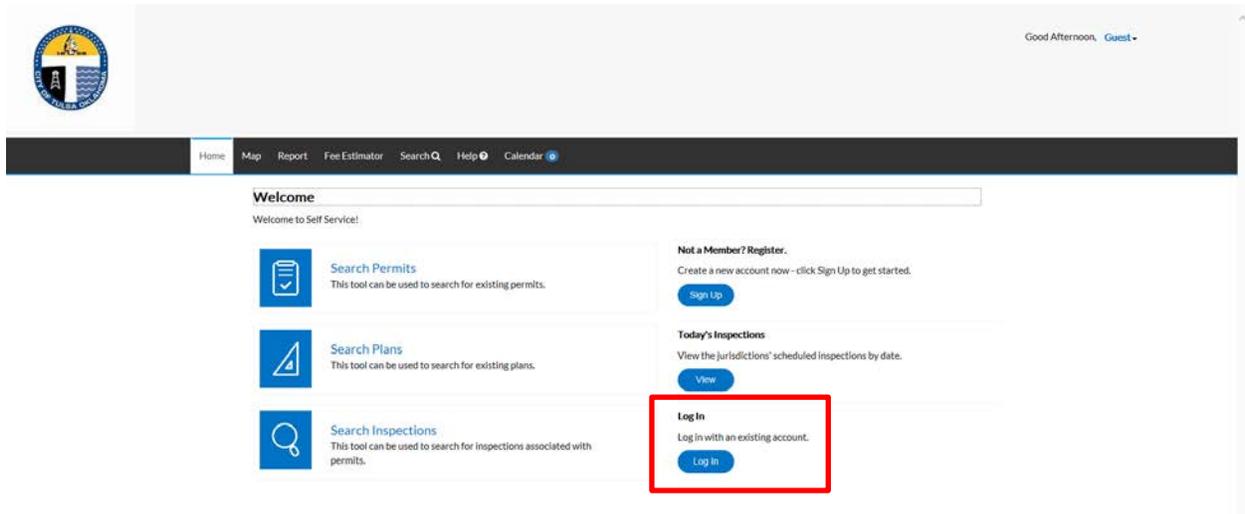
At the end of the process, click the “I am not a robot” button and submit your registration.



You will receive the following message at the end of the process.



To login, you can click on the Login button on the Thank you for registering screen. If you are a returning customer, you can click on Log in on the home page.



Enter your email address and password; click Log in.

