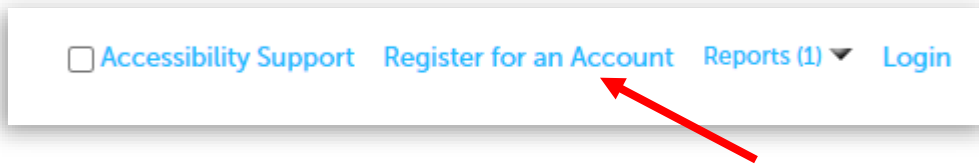
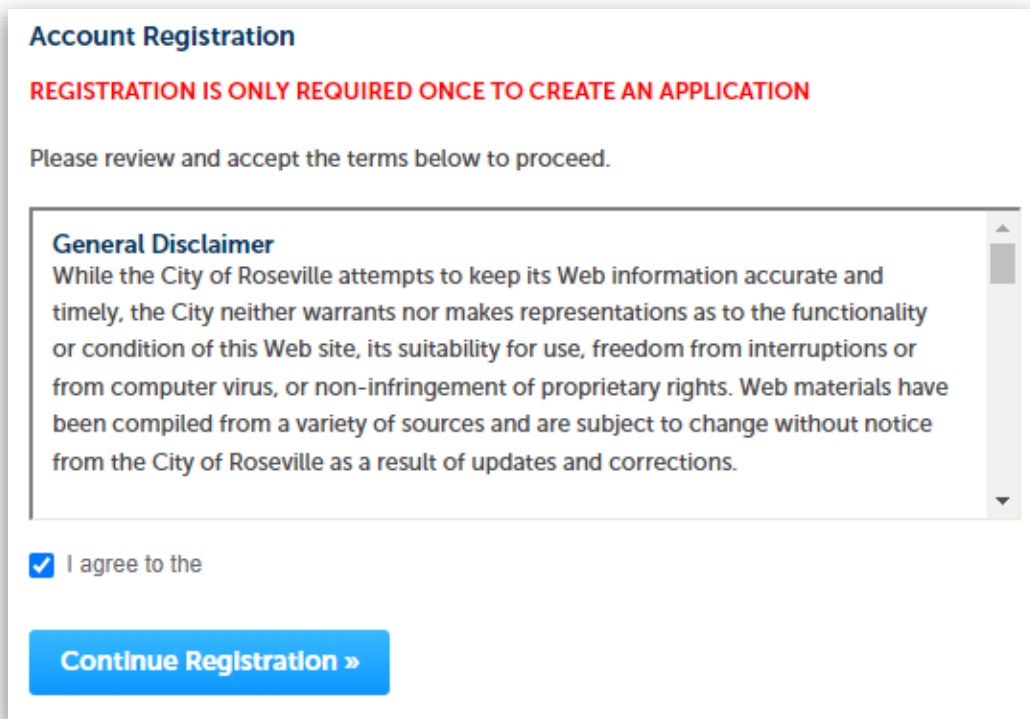


Step-by-step instructions – Registering for an OPS Portal Account (Building/Fire Permits)

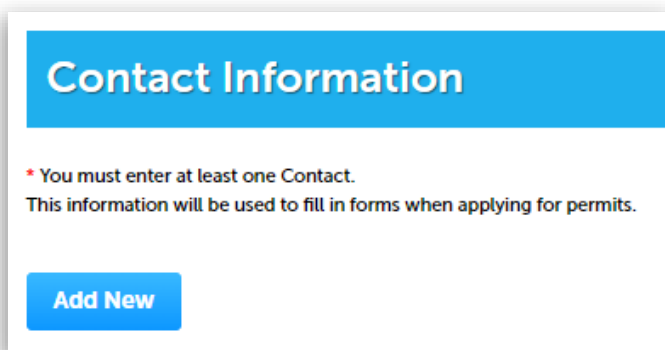
- 1) Click this link to go to our [OPS Portal](#).
- 2) Select the “Register for an Account” link at the top right of the webpage.



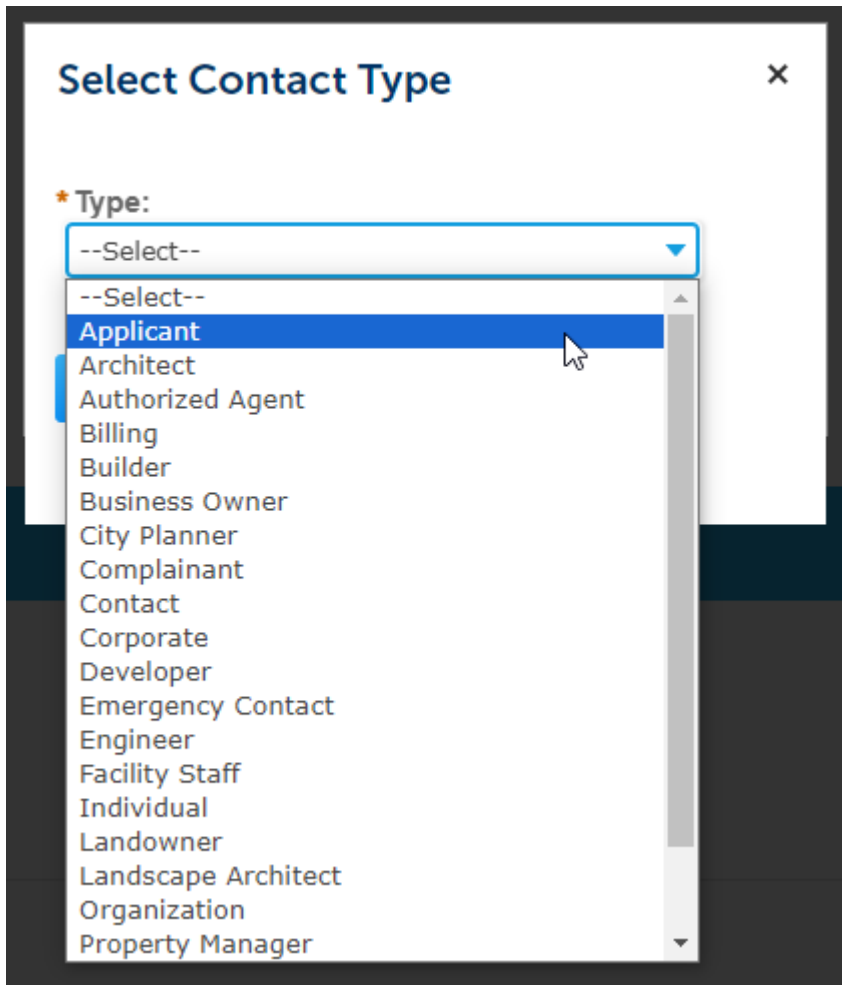
- 3) Read through the disclaimer, then select the box next to “I agree to the”. Then, select the “Continue Registration” button.

A screenshot of the 'Account Registration' page. At the top, it says 'Account Registration' in blue. Below that, in red, it says 'REGISTRATION IS ONLY REQUIRED ONCE TO CREATE AN APPLICATION'. Underneath, it says 'Please review and accept the terms below to proceed.' There is a scrollable box containing a 'General Disclaimer' which states: 'While the City of Roseville attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Roseville as a result of updates and corrections.' Below the disclaimer, there is a checked checkbox next to the text 'I agree to the'. At the bottom, there is a blue button that says 'Continue Registration »'.

- 4) Complete “Login Information” fields, then click the “Add New” button under “Contact Information”.

A screenshot of the 'Contact Information' section. It has a blue header with the text 'Contact Information' in white. Below the header, there is a red asterisk followed by the text '* You must enter at least one Contact.' and a line of text: 'This information will be used to fill in forms when applying for permits.' At the bottom, there is a blue button that says 'Add New'.

5) Select the appropriate contact type, then click the “Continue” button.



6) Complete all “Contact Information” fields and then click the “Continue” button.

7) Should you need assistance accessing your account, please contact us at (916) 774-5332 or OPS@roseville.ca.us. We will ask you for the email address you used to set up your account.