

How To Register for a Cityworks Account



1. Input the below link into your internet browser.

<https://www.greenvillecounty.org/Permitting/>

2. Click on **"Apply for a new account"**.

2.a Accept the **Disclaimer**.

3. Click on **"Sign Up"**.

A screenshot of the Cityworks login page. It has a light gray background. At the top left, there is a 'Log In' link in blue. Below it, the text 'Don't have an account?' is followed by a 'Sign Up' link, which is circled in red. There are input fields for 'Username' and 'Password'. A dark gray 'Log In' button is centered below the fields. At the bottom, there is a 'Forgot Password?' link and the text '5.1.1-Release'.

4. Input in your account credentials and contact information and then click on **"Register"**.

A screenshot of the Cityworks registration page. The header is a blue bar with the 'Cityworks' logo in white. Below the header, the text 'Apply for a login' is in bold, followed by 'All fields are required' in red. The page is divided into two columns. The left column is titled 'CREDENTIALS:' and contains input fields for 'Password' and 'Confirm Password'. The right column is titled 'CONTACT INFORMATION:' and contains input fields for 'First Name', 'Last Name', 'Address', 'City', 'State' (a dropdown menu), 'Zip', 'Home Phone', and 'Mobile Phone'. At the bottom, there are two buttons: 'Register' and 'Cancel'. The 'Register' button is circled in red.

Once you register, you will receive the notification below.

A screenshot of a confirmation message from Cityworks. It has a blue header with the 'Cityworks' logo. Below the header, the text reads: 'Your request for a new login was successfully submitted. Please check your email for account verification.'

5. Go to your email account to complete your account registration and verify your email address. Be sure to complete within two (2) days or the registration will expire and you will have to re-apply.

Should you run into any issues, please email muhrinek@greenvillecounty.org