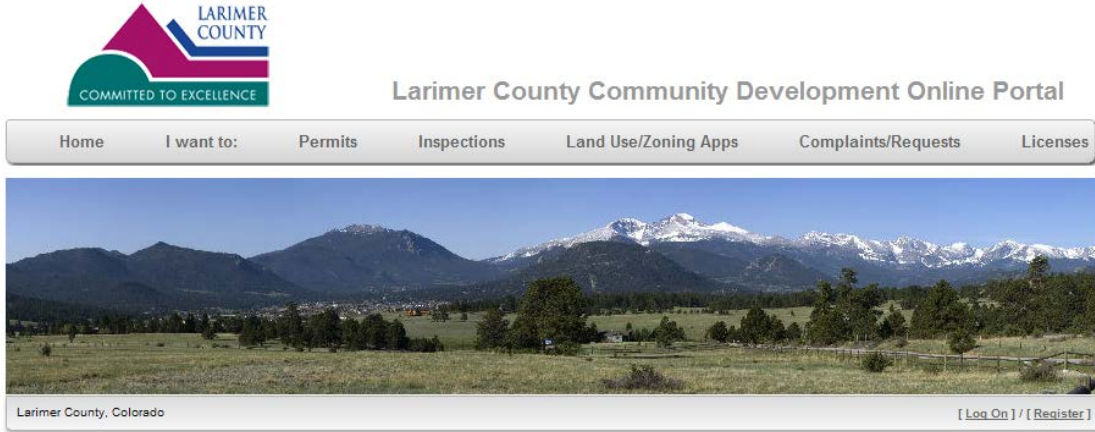


Larimer County Citizen On-line Portal

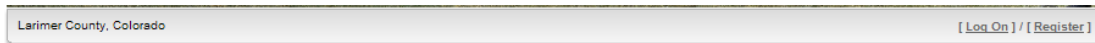
How to Register

- The Larimer County Citizen On-line Portal can be accessed at <https://onlineportal.larimer.org/Account/User/Register>
- From the portal page, click the **Register** button located at the bottom right hand corner of the banner.



New User Registration


- On the New User Registration page, enter the user details and address information in the required fields with an asterisk*. For address type, please select if the address is a “business” mailing address or a “personal” mailing address.



New User Registration

User Details

First Name	<input type="text" value="John"/>	Email	<input type="text" value="jsmith@howto.com"/>
Middle Name	<input type="text"/>	Confirm Email	<input type="text" value="jsmith@howto.com"/>
Last Name	<input type="text" value="Smith"/>	Password	<input type="password" value="*****"/>
Company	<input type="text" value="Smith Construction"/>	Confirm Password	<input type="password" value="*****"/>
Reg Phone	<input type="text" value="555-123-4567"/>	Contact Preference	<input type="text" value="Phone"/> <input type="button" value="v"/>

BTW! 
Be sure your phone number is correct so we can contact you!

Address Fields

Street Number	<input type="text" value="200"/>	City	<input type="text" value="Fort Collins"/>
Street Name	<input type="text" value="W Oak"/>	State	<input type="text" value="CO"/> <input type="button" value="v"/>
Suite/Unit	<input type="text"/>	Zip Code	<input type="text" value="80525"/>
Street Type	<input type="text" value="St"/> <input type="button" value="v"/>	County	<input type="text"/>
Address Type	<input type="text" value="Business"/> <input type="button" value="v"/>		

Larimer County Citizen On-line Portal

On the bottom of the screen, enter the Captcha value in the text box provided exactly as it is displayed, then click the **Submit** button. A confirmation will be sent to the e-mail indicated on the registration screen once the account is reviewed and approved.

A screenshot of a captcha verification form. On the left, there is a small image showing the number '6112' on a textured background. To the right of the image are icons for refresh, volume, and a 'noCAPTCHA' logo. Below the image is a text input field containing the number '6112'. To the right of the input field is a link for 'Privacy & Terms'. At the bottom right of the form is a blue 'Submit' button.

Exit the registration page and wait for a confirmation email before logging in.