



Development Management ePortal How to Register

This User Guide describes the process for registering to use the Development Management ePortal. This guide does not describe how to register your trade to do work within the City of Bastrop. See the Trade Registration User Guide.

The DMS requires City of Bastrop staff to verify and validate all contact information entered. This will ensure the most accurate information is received and allow staff to provide the best customer service possible.

At this time, you may only see cases that you are associated with in the system.

On the ePortal home page

- Click the **Register** link located at the bottom right side of the banner picture. This will take you to the New User Registration page.



The Development Management ePortal may be accessed from the following URL:

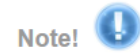
https://cap.cityofbastrop.org/EnerGov_Prod/CitizenAccess/Site/Public/Main

On the New User Registration page:

1. Enter your user details in the blank fields provided.

New User Registration

User Details			
First Name	<input type="text" value="Alex"/>	Email	<input type="text" value="youremail@emailprovider.com"/>
Middle Name	<input type="text"/>	Confirm Email	<input type="text" value="youremail@emailprovider.com"/>
Last Name	<input type="text" value="Smith"/>	Password	<input type="password" value="*****"/>
Company	<input type="text"/>	Confirm Password	<input type="password" value="*****"/>
Reg Phone	<input type="text" value="512-123-4567"/>	Contact Preference	<input type="text" value="Email"/>



Note!

Be sure your phone number is correct so we can contact you! Passwords must be at least 8 characters long and must use numbers and letters.

2. Enter your address information using CAPITAL letters. For Address Type, please select MAILING as this is where all correspondence will be mailed.

Address Fields			
Street Number	<input type="text" value="1311"/>	City	<input type="text" value="BASTROP"/>
Street Name	<input type="text" value="CHESTNUT"/>	State	<input type="text" value="TX"/>
Suite/Unit	<input type="text"/>	Zip Code	<input type="text" value="78602"/>
Street Type	<input type="text" value="ST"/>	County	<input type="text"/>
Address Type	<input type="text" value="Mailing"/>		

This is the default dialog which is useful for displaying information. The dialog window can be moved, resized and closed with the 'x' icon.

*Required fields are asterisked * in red to the right of the field*

3. Type in the captcha phrase. Enter a space between phrases, and use capital or lower-case letters as seen in the phrases. Click Submit at the bottom of the page.

	<input type="text"/>
<input type="text" value="Hogarth ekside"/>	Privacy & Terms

©2016 Tyler Technologies, Inc. All Rights Reserved.

Submit

4. Wait for approval. A confirmation email to be sent to the email address provided, and another email will be sent once the account has been approved. The email will be from noreply@cityofbastrop.org. If you do not see the confirmation email, check your spam/junk folder.

Note for Companies:

If you are a company, you have two options when registering:

1. Have each person register with their own account, making sure that they list the company name in the User Details section
 - a. Each person will only see their projects instead of everyone's projects
 - b. Preferred method
2. Register as a company
 - a. This means that there will be one log in for everyone in your company, and all people will see all projects that the company is associated with
 - b. Requires that a list of people that may pull permits under this company name be sent to Planning Department staff