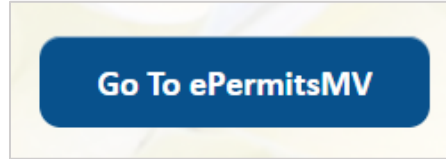


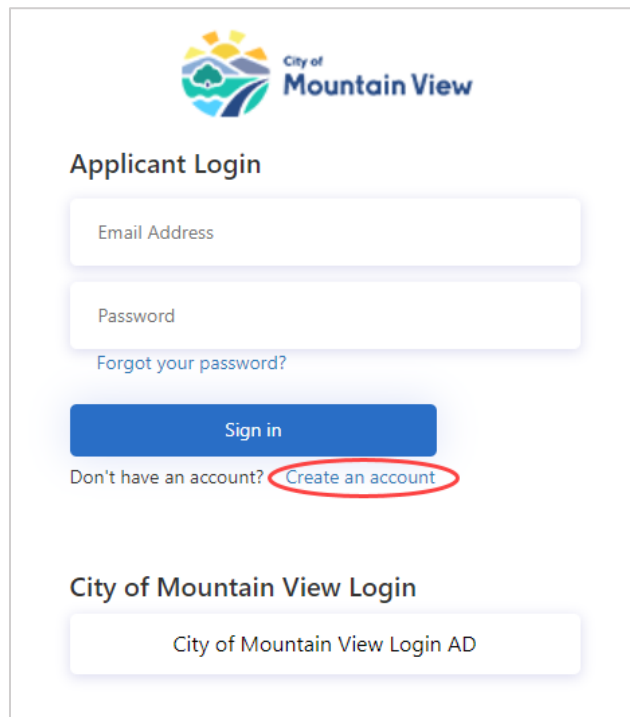
How to create an applicant account in ePermitsMV

To create an account follow steps below:

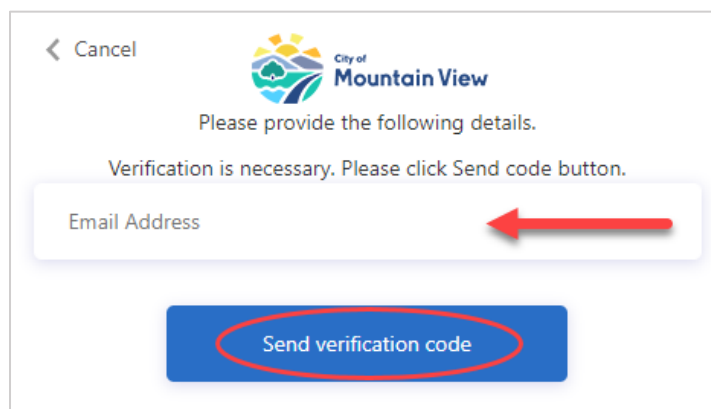
1. Click on the link **“Go To ePermitsMV”** button on the City’s website Building’s page.



2. Click on **“Create an account”** link.

The form is titled "Applicant Login" and features the City of Mountain View logo at the top. It includes two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A blue "Sign in" button is positioned below the fields. Underneath the button, the text "Don't have an account?" is followed by a red-outlined link "Create an account". At the bottom, there is a section titled "City of Mountain View Login" with a single input field labeled "City of Mountain View Login AD".

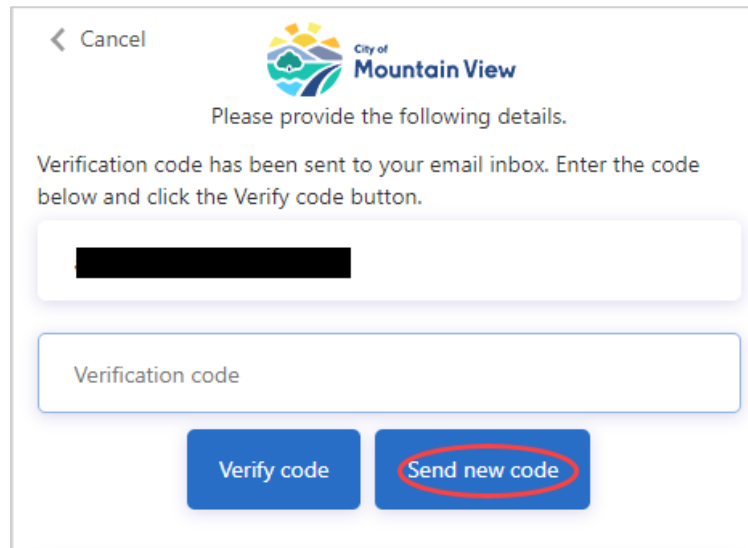
3. Enter Email Address and click **“Send verification code”** button.

The screen shows a "Cancel" link with a left arrow at the top left. The City of Mountain View logo is at the top center. Below the logo, the text "Please provide the following details." is displayed. A message states "Verification is necessary. Please click Send code button." Below this is an "Email Address" input field with a red arrow pointing to it from the right. At the bottom, a blue button with rounded corners and a white border contains the text "Send verification code", which is circled in red.

4. An email will be sent to the email address entered above from “**Microsoft on behalf of City of Mountain View**” with the code.

Please note to use a valid email address to create the account. If the email is not delivered in the Inbox, check your Junk/Spam folder.


A new code can be requested by Clicking “**Send new code**” button in case code is not delivered for some time.



Enter the code in the verification Code field and click “**Verify code**” button.



5. Once email address is verified, there is an option available to change it (if needed). Otherwise Fill in all 4 required fields and click on **“Create”** button to finalize your account.



< Cancel

Please provide the following details.

E-mail address verified. You can now continue.

[Redacted email address]

Change e-mail

First Name 1


Last Name 2

Password 3

Confirm Password 4

Create

6. Login to the system using the credentials above.



Applicant Login

1

2

[Forgot your password?](#)

Sign in

[Don't have an account? Create an account](#)