

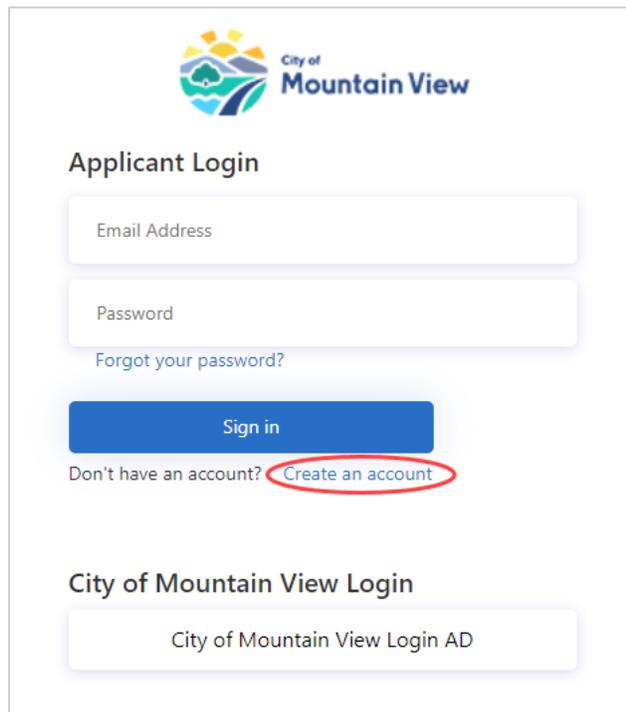
How to create an applicant account in ePermitsMV

To create an account follow steps below:

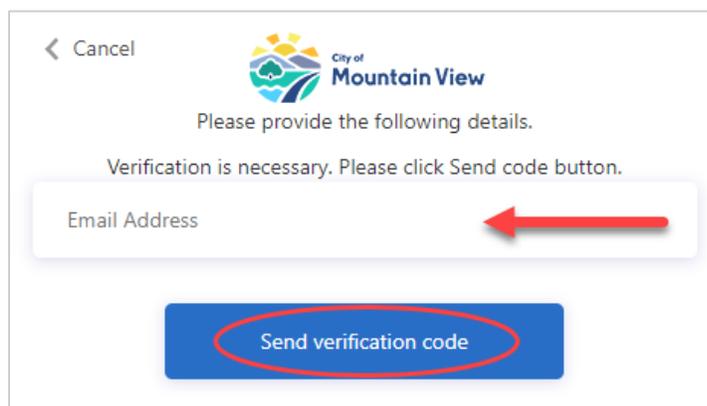
1. Click on the link **“Go To ePermitsMV”** button on the City’s website Building’s page.



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



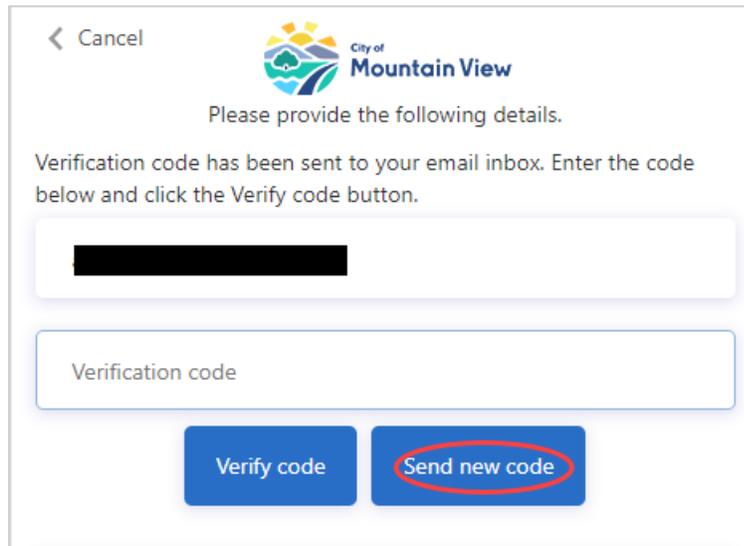
3. Enter Email Address and click **“Send verification code”** button.



- 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.



This screenshot shows the verification interface for the City of Mountain View. At the top left is a 'Cancel' button with a back arrow. The City of Mountain View logo is centered at the top. Below the logo, the text reads: 'Please provide the following details.' and 'Verification code has been sent to your email inbox. Enter the code below and click the Verify code button.' There are two input fields: the first is a blacked-out field, and the second is labeled 'Verification code'. At the bottom, there are two blue buttons: 'Verify code' and 'Send new code'. The 'Send new code' button is circled in red.

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



This screenshot shows the same verification interface as the previous one. The 'Verify code' button is now circled in red. A red arrow points to the 'Verification code' input field, indicating where the user should enter the code.

- 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

 City of Mountain View

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

- Login to the system using the credentials above.

 City of Mountain View

Applicant Login

[Input field 1]

[Input field 2]

[Forgot your password?](#)

Sign in

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