

City of Chicago – BACP Public Way Use Unit

# Online Account Creation Process for BACP PWU

User Guide [Ver. 1.0]

1. Click "Create New Account" on the homepage.

**City of Chicago** The City of Chicago's Official Site Inspections, Permitting & Licensing

## Manage Your Permits, Licenses & Registrations

Welcome to the City of Chicago's Permit, License and Registration Portal. This site can currently be used to manage your CDPH permit applications and renewals. In the future this site will be used by other departments to apply for, renew and manage your permit applications, license applications and other registrations.

**Search**

- Existing Permit
- Licensed Contractor
- Vacant Building

**Instruction**

- Permit Application
- Inspection Process

**Open Data**

Over 200 datasets presented in easy-to-use formats: City of Chicago Open Data Portal.

**Sign In**

  
  
  
[Forgot Password?](#)

Click "Create New Account"

2. On the email verification page, submit the email address you would like to use for account creation. To streamline your account creation process, please use your work / business email address.

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Home Inspections, Permitting & Licensing

## Email Account Verification (Step 1 of 3)

In order to create an account, we'll need to confirm your email address.

\* Required Information

**Account Information**

Email Address  \*

[Submit](#) [Already have an account?](#)

[Forgot Username/Password?](#)

Submit your email address

3. You will receive an email at the email address you submitted. Click the link in the email to verify your email address and continue the account creation process.

- Clicking the link in the email will take you to the next step in the account creation process where you can provide your contact information. Complete the form and click the "Register" button at the bottom of the page (required fields are marked with an \*).

## Create New Account (Step 2 of 3)

Use the form below to create a new account.

\* Required Information

### Account Information

Email Address

Username/Login  \*

Security Question  \* 

Security Answer  \*

Password  \*

Re-Enter Password  \*

### Contact Information

First Name  \*

Last Name  \*

Country  \*

Address Line 1  \*  
Street address, P.O.box, Company name, c/o

Address Line 2   
Apartment, suite, unit, building, floor etc.

City  \*

State/Province/Region  \*

Zip/Postal Code  \*

Telephone Number  \*

5. The next step allows you to link your web account to your company. This step is important as this will automatically link all of your company's permits to your account as well, and they will then be available for you to view / manage. **Search for your company using your BACP Account Number**, which can be found on a letter you received from BACP, or you can search the City of Chicago's list of active BACP Accounts / Licenses at the following URL -

[https://www.chicago.gov/city/en/depts/bacp/provdrs/bus/svcs/business\\_licenselook-up.html](https://www.chicago.gov/city/en/depts/bacp/provdrs/bus/svcs/business_licenselook-up.html)

## Join/Create Company (Step 3 of 3 - Optional)

Your account was created successfully, however your account is currently not associated with a company. To associate with a company, search for the company using the form below. If you do not find your company after searching, you may request that a new company be created for you.

Welcome BACP Public Way Use Users!

- Search by BACP Account Number - If you are working with BACP and will be managing / applying for BACP Public Way Use Permits, it is important that you search using your BACP Account Number and select the result that has your correct BACP Account Number (and optionally Site Number). If you received a letter from BACP, this information was included. This will avoid any delays in your account setup process.
- If you are working with any other department (CDOT, CDPH, DCASE, DOB, etc.), please continue to search by Company Name.

### Company Account Information

Search for your company using one of the search fields below. If your company is not found in the system you will be able to request a new company.

Company Name

BACP Account Number (Lookup My BACP Account)

Find Company

### Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company's information at this time, you can skip this step and continue into the site. (You will be able to join/create a company later.)

Skip This Step

Search by BACP  
Account Number

- The search results will be displayed in the results below. Click the “Request Enrollment in Company” button to link your web account to this company.

### Company Account Information

Search for your company using one of the search fields below. If your company is not found in the system you will be able to request a new company.

Company Name

BACP Account Number (Lookup My BACP Account)

[Find Company](#)

### Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company's information at this time, you can skip this step and continue into the site. (You will be able to join/create a company later.)

[Skip This Step](#)

Select one of the companies below. If you do not see your company, either click the 'Request New Company' button, or search again.

Company Name	BACP Account Number(s)	Address	
EXAMPLE COMPANY NAME	12345678	333 W 35TH ST CHICAGO IL 60616	<a href="#">Request Enrollment in Company</a>

Click to request enrollment

7. A confirmation page will appear. If you are the first person to request enrollment in your company, BACP will verify your request and establish the link. You will receive an email when this review is complete. This process can take 1-2 business days. If you are not the first person to request enrollment, the other user(s) at your company will be notified of your request and they will be able to approve your enrollment.

## Pending Enrollment Request

Your request to join EXAMPLE COMPANY NAME is waiting for an administrator to confirm that you work for the company. Please allow 1 - 2 business days for your request to be completed. If your request is not completed by that time, please contact the appropriate administrator listed below.

The enrollment request has been sent successfully.

[Cancel Request](#)

[Go to Dashboard](#)

### Pending Request

#### Company Contact Information

Company Name: **EXAMPLE COMPANY NAME**  
Address: **333 W 35TH ST**  
City / State / Zip: **CHICAGO IL**  
Phone: **(312)222-2222**  
Email: **example@examplecompanyname.com**

#### Administrators

None

If you need assistance, please contact [support](#) for the appropriate department.