1. Click “Create New Account” on the homepage.
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.

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.
4. 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 *).
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 -
6. 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.
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.