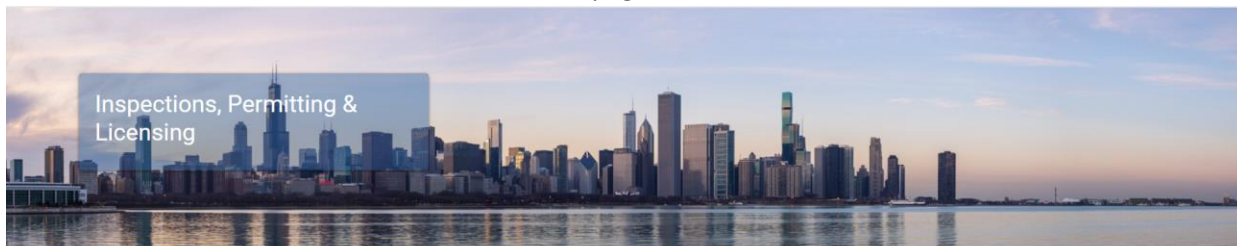


City of Chicago – BACP Public Way Use Unit

# Online Account Creation Process for BACP PWU

User Guide [Ver. 1.0]

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



Welcome to the City of Chicago's Permit, Inspection, License, Registration, and 811 Chicago Portal. You can use this site to assist with the following processes for each of these departments:

#### Department of Transportation (CDOT)

[CDOT Department Homepage](#)

[Apply for a CDOT Permit](#)

[CDOT Permit Application Instructions](#)

[Public Way Work License Application](#)

[Dumpster License Application](#)

[Contractor Acceptance Process](#)

#### Sign In

[Sign In](#)

[Forgot Login Info?](#)  
[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.

Click “Create New Account”

[Home](#) > [Inspections, Permitting & Licensing](#)

### Email Account Verification

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

\* Required Information

#### Account Information

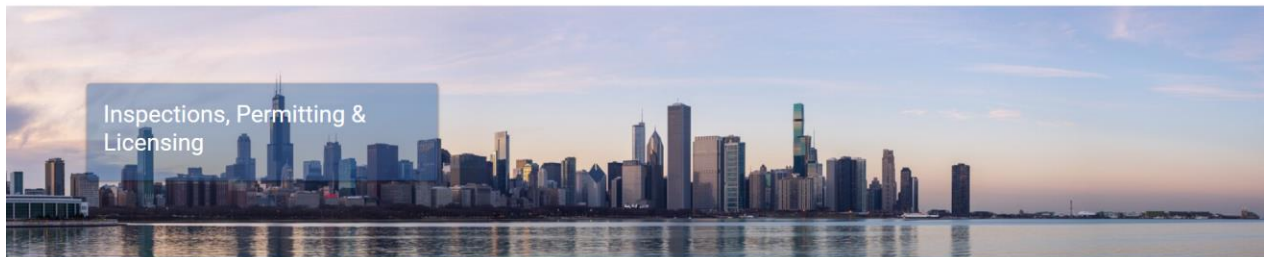
Y469L

[Submit](#)

[Forgot Login Info?](#)  
[Already have an account?](#)

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.



[Home](#) > [Inspections, Permitting & Licensing](#)

## Email Account Verification

A confirmation message was sent to the email address you provided.  
Please follow the link in that email to complete the account setup 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 \*).

[Home](#) > [Inspections, Permitting & Licensing](#)

## Create New Account

Use the form below to create a new account.



*\* Required Information*

### Register

#### Account Information

Email Address	<input type="text" value="webuitest@test.com"/>	
Username/Login	<input type="text"/>	*
Password	<input type="password"/>	*
Re-Enter Password	<input type="password"/>	*

#### Contact Information

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Country	<input type="text" value="- Select a Country -"/>	*
Address Line 1	<input type="text"/>	* 
Address Line 2	<input type="text"/>	* 
City	<input type="text" value="Chicago"/>	*
State/Province/Region	<input type="text" value="IL"/>	*
Zip/Postal Code	<input type="text"/>	*
Telephone Number	<input type="text"/>	*

[Register](#)

[Forgot Username/Password?](#)

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)

[Home](#) > Inspections, Permitting & Licensing

## Join/Create Company

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.

Company Account Information Find Company

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

Search by BACP Account Number

Lookup My BACP Account

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

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.

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

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

Click to request enrollment

Company Name	BACP Account Number(s)	Address
Example Company		1234 Test Ave Chicago IL 60610

Request Enrollment in Company

Confirm Enrollment Request

Select BACP Grant of Privilege Permits from City Department dropdown

Are you sure you want to request that your account be added to this company? If so, select the City of Chicago Department that you are working with so your request can be validated.

City Department

BACP Grant of Privilege Permits

Click Request

Cancel

Request

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.

WebUI Test ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation

Cart (0)

[Home](#) > Inspections, Permitting & Licensing

✓ The enrollment request has been sent successfully.

Pending Enrollment Request

Your request to join following company(s) is waiting for an administrator to confirm that you work for the company. Please allow 1 - 2 weeks for your request to be completed. If your request is not completed by that time, please contact the appropriate administrator listed below.

Pending Request

Company	Address	Email	Administrator(s)	Cancel
Example Company	1234 Test Ave			Cancel Request

+ Add Company