

City of Chicago

#### 6/13/2019

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### Logging into Web portal

#### Web Address: <u>https://ipi.cityofchicago.org/profile</u>



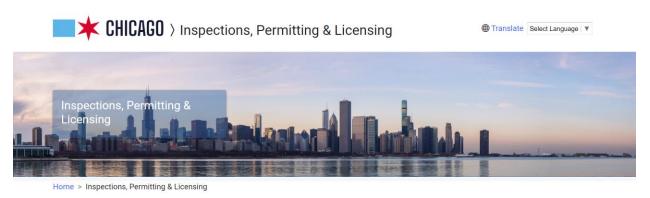
Department of Transportation (CDOT)	Username
CDOT Department Homepage	Password
Apply for a CDOT Permit	
CDOT Permit Application Instructions	Sign In
Public Way Work License Application	Forgot Login Info?
Dumpster License Application	Create New Account
Contractor Acceptance Process	
	Click create new account
	to extablish a new user
	account

## Creating account on Web portal

#### Enter your email address

Home > Inspections, Permitting & Licensing	
Email Account Verification	
In order to create an account, we'll need to confirm your email addre	PSS.
* Required Information	
Account Information	
Email *	
Captcha Code To establish a new acc provide a valid email submit.	
Submit Forgot Login Info? Already have an account?	Once you submit your email address, you will receive an email with a link from <u>e_permit@cityofchicago.org</u> .

#### Follow the link in the email you receive



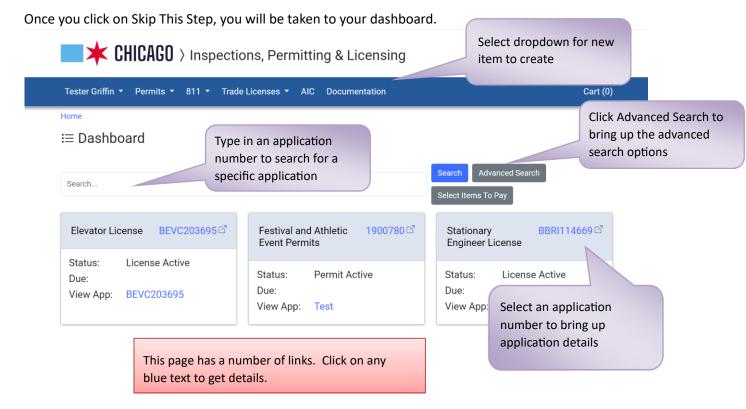
#### **Email Account Verification**

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

CHICAGO >	Inspections, Permitting & Licens	sing	Translate Select Language V
Home > Inspections, Permitting & I	unt		
Register			
Account Information Email Address	webuitest@test.com	*	Required fields are marked by an asterisk.
Username/Login Password Re-Enter Password		*	
Contact Information First Name Last Name		*	
Country Address Line 1	- Select a Country -	*	
Address Line 2 City	Chicago	*	
State/Province/Region Zip/Postal Code	addition	on provides any nal information reld to users.	
Telephone Number Register Forgot Username/Password?	Fill out all required information a button at the end of the page	nd click register	

Once you've created your account, you will be taken to the screen below.

Web Account 🝷 Perm	its • 811 • Trade Licenses • AIC Documentation	Cart (0)
Home > Inspections, Perm	itting & Licensing	
🔚 Join/Create (	Company	
	uccessfully, however your account is currently not associated with a company. To associate with a con low. If you do not find your company after searching, you may request that a new company be created	
Company Account In	formation	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 rea	quest a new company.
Company Name		
BACP Account Number		Lookup My BACP Account
Individual/Personal If you are creating a pers your company's informat continue into the site. (Yo Skip This Step	onal account, or i ion at this time, yo	



Click Advanced Search to bring up Advanced Search options

Advanced Search Options	$\times$
Select your filters and click search to update your dashboard.	•
Filter by Status	
License Active2Permit Active1	
Filter by Type	
Permit1Trade License2	
Advanced Filter	
Show All ~	
Sort by Date / Address	
Later Intake Date 🗸	
Select any filter or sort option and click search to filter your dashboard	•

# Linking To Or Creating New Company on Web portal

CHICA you	ter you have gged on click on our name tropdown and elect My Company	ng Translate Select Language V Cart (0)
My Account Change Password My Company Payment History Invoice History Sign Out		Select Items To Pay
	03695 <sup>[2]</sup> Festival and Athletic 190078 Event Permits	80 ☑ Stationary BBRI114669 ☑ Engineer License
Status: License Active Due: View App: BEVC203695	e Status: Permit Active Due: View App: Test	Status: License Active Due: View App: BBRI114669

## Linking to My Company on Web Portal – Existing Company

	🔲 🗰 CHICAG	30 $ angle$ Inspections, Permitting & Licensing	Translate Select Language   V
	Web Account 👻 Permi	ts ▼ 811 ▼ Trade Licenses ▼ AIC Documentation	Cart (0)
	Home > Inspections, Permi	tting & Licensing	
	🔚 My Company		
		t associated with a company. To associate with another company, search for the com Ig, you may request that a new company be created for you.	pany using the form below. If you do not find
Tuno in the name of	Company Account In	formation	Find Company
Type in the name o you wish to be link		using one of the search fields below. If your company is not found in the system you w	vill be able to request a new
	Company Name	EXAMPLE COMPANY	Click on Find Company
	BACP Account Number		Loo. Account
		t associated with a company. To associate with another company, search for the com rg, you may request that a new company be created for you.	ipany using the form below. If you do not find
	Company Account In		Find Company Request New Company
	Select one of the comp	anies below. If you do not see your company, either click the 'Request New Company'	button, or search again.

Search for your compar	ny using one of the search fields below. If y	our company is not found in t	the system you will be able to request a new company
Company Name	EXAMPLE COMPANY		
BACP Account Number			Lookup My BACP Account
Company Name	BACP Account Number(s)	Address	
Example Company		1234 Test Ave Chicago IL	Request Enrollment in Company
		60610	Click on Request
			Enrollment in Company

#### **Confirm Enrollment Request** X 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** A Select the City Department you are 811 Chicago working with **BACP Grant of Privilege Permits** est Department of Buildings AIC (Elevator Inspection) Program Department of Buildings Express Permits Department of Buildings Trade Licenses Department of Cultural Affairs and Special Events **EXAMPLE COMPANY** Department of Public Health Department of Transportation - Permits Department of Transportation - Signs

An email will be sent to the department you select.

The Department will review your request to be part of this Company and, if appropriate, link you to this Company.

Once the department has linked you to the Company, a system generated email will be sent to your email confirming that you have been linked to the Company.

## Linking to My Company on Web Portal – New Company

If you do not find your Company listed, you will need to Request A New Company be created. J

Company Account	t Information		Find Company Request New Company
Select one of the co	ompanies below. If you do not see your compa	any, either click the 'Request New Co	ompany' button, or search again. Click on Request New
Search for your compa Company Name	any using one of the search fields below. If yo	ur company is not found in the syst	em you will be able to reque
BACP Account Number			Lookup My BACP Account
Company Name	BACP Account Number(s)	Address	
testing		5827 n ottawa chicago IL 60631	Request Enrollment in Company
TESTING SERVICES O	CORP 2000	360 SOUTH MAIN PLACE CAROL STREAM IL 60188-2415	Request Enrollment in Company

#### Request New Company

\*Required Information

Il out the form below in order to request a new company be created. eview your request and create the company record.	. Once y	our request has been made, the proper City of C	
Company Name Testing Web UI Company	*	Email Address WebUICompany@Test.com	Fill in all required informat and click on Request New
Country U.S.A.	*	City Chicago	Company
State/Province/Region	*	Zip/Postal Code 60610	*
Telephone Number (312)999-9999	*	FEIN (Federal Employer Identification Number) 12-3456789	*
City Department Department of Public Health	*		

An email will be sent to the department selected in the City Department dropdown.

The Department will review your request for creation of a New Company and if appropriate will create the new Company.

Once the department has created the new Company, a system generated email will be sent to your email confirming that the new Company has been created and that you have been linked to the Company.

#### NOTES:

- The first person to be linked to a Company will be delegated as the Company Administrator. The Company Administrator will be able to approve future requests to be linked to this Company.
- A Company Administrator is able to delegate other future applicants to also be a Company Administrator. A Company Administrator can also remove Administrator Access for other users that are linked to the company.
- The Company you have been linked to holds the Expeditor License which then allows you to apply for permits on behalf of other Companies.
- You will see the permits you apply for on your Dashboard.

## Leaving a Company on Web Portal

Translate Select Language V

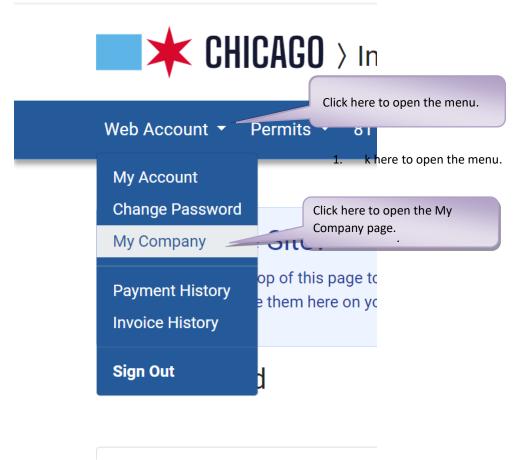


Company will be able to edit those items.

Company Contact Ir	normation	Add Company		
Company Name	Example Company		Enter the email address of the person you wish to invite to join your company.	
Address	1234 Test Ave			
City / State / Zip	Chicago IL		New User Email	*
Phone	(312)999-9999		Invite User	
Email				
Leave Company				
Click on Leave Co	mpany			

# **Company Administration**

In order to perform administrative actions, such as inviting new users to join your company, granting user's administrative privileges, and updating company contact information. You must navigate to the my company page at <a href="https://ipi.cityofchicago.org/Profile/Company">https://ipi.cityofchicago.org/Profile/Company</a>. This link is available under the "My Company" item in the orange menu at the top of the page.



Once at the "My Company" page, you may perform the actions below. If you do not see the headings as mentioned below, your account is not set up as an administrator, and you must contact your company's administrator or technical support.

### **Inviting Users**

To invite a user, go to the "Invite New User" section. Enter the email address of the person you wish to invite into the "New User Email" text box, and then click the green "Invite User" button. The user will receive an invitation email which will contain a link to join your company.

Invite New User	Invite User 2. Click the Invite
Enter the email address of the person you wish to invite to join your company.  1. Enter the invitee's email	User button to
New User Email address in this textbox.	send the invitation

## Accepting User Requests to Join Company

To accept a user's request to join your company, locate their user name under the "Users Requesting Enrollment" section, and click the green "Accept" button.

Users Requesting	Enrollment			
There are users which have requested to join Example Company. You may accept or reject the requests by clicking the corresponding button next to their username.				
Last Name	First Name	User Name		
		Accept		
		Click the Accept button to accept the user's request to join your company.		

## **Rejecting User Requests to Join Company**

To accept a user's request to join your company, locate their user name under the "Users Requesting Enrollment" section, and click the red "Reject" button.

Users Requesting	Enrollment	
There are users which username.	have requested to join Example	Company. You may accept or reject the requests by clicking the corresponding button next to their
Last Name	First Name	User Name
		Accept
		Click the Reject button to reject the user's request to join your company.

## Granting a User Administrative Privileges

To grant a user administrative privileges at your company, locate their user name under the Enrolled Users section, and click the "Grant Admin Rights" button

Enrolled Users				
	rs that have been confir the company entirely.	med to work for Example (	Company. You may grant or remove administr	rative privileges to them, or you may
Last Name	First Name	User Name	Admin Rights?	
Griffin	Tester	testgriffin	Grant Admin Rights	Remove User
Fest	WebUI	webuitest	Gra in Rights	Remove User
Account	Web	WebAccount	Click on Grant Admin	
			Rights	

### Revoking a User's Administrative Privileges

To revoke a user's administrative privileges, locate their user name under the Enrolled Users section, and click the "Revoke Admin Rights" button.

Enrolled Users				
These are the users that have been confirmed to work for Example Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.				
Last Name	First Name	User Name	Admin Rights?	
Griffin	Tester	testgriffin	Revoke Admin Rights	Remove User
Test	WebUI	webuitest	Grap Rights	Remove User
Account	Web	WebAccount	Click on Revoke Admin	
			Rights	

### Removing a User from the Company

To remove a user from your company, locate their user name under the Enrolled Users section, and click the red "Remove User" button.

#### Enrolled Users

These are the users that have been confirmed to work for Example Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?	
Griffin	Tester	testgriffin	Grant Admin Rights	Remove User
Test	WebUI	webuitest	Grant Admin Rights	R 2 User
Account	Web	WebAccount		Click on Remove User