



THE CITY OF RIDGEFIELD

510-B Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

CITY OF RIDGEFIELD PERMIT & DEVELOPMENT PORTAL REGISTRATION

How to register for the City of Ridgefield Permit & Development Portal

1. Go to the City of Ridgefield Permit & Development Portal link.
2. In the top right corner of the page, click **Sign Up**. This will open the three-step account registration wizard.

Account

- a. Enter your **Email Address**. **Note: This email address must be valid. It will be stored as your contact email address in SmartGov. Once registration is completed, a verification email will be sent to the address provided.*
- b. Enter a **Password** of at least 8 characters and then enter the same password in the **Confirm Password** field.
- c. Enter an **Access Code**, if applicable, to associate the new portal account with any permits you have already applied for. **Note: If you do not have an access code, skip this step, or contact permits@ridgefieldwa.us for more information.*
- d. Click **Next**.

1 Account 2 Contact 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Required

Code:

The access code will help associate your new account with any permits you may already have applied for. Don't have one? [Skip this step](#).

[CANCEL](#) [NEXT →](#)



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Contact information

- e. Enter all required contact information indicated with an asterisk (*).
- f. Once all necessary fields have been completed, click **Next**.

1 Account

2 Contact

3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Select an Option

Zip Code: *

 e.g. 12345 or 12345-6789

Phone #: *

 e.g. (555) 555-5555

Phone Type: *

Select an Option

◀ PREVIOUS

NEXT ▶

Review

- g. Verify that all information you have provided is correct.
- h. If changes need to be made, click **Edit** next to that section of the account application. This will bring you back to the step that you want to edit and will walk you through the rest of the wizard again.
- i. Click **Terms and Conditions** to view the terms of use provided by your jurisdiction in a new tab.
- j. Once you have reviewed the terms and conditions, check the box at the bottom of the page to agree to these terms.
- k. Click **Create my Account** once all information has been reviewed and changes have been made. **Note: This will trigger the verification email to be sent to the email address you have provided. If you do not receive an email shortly after creating your account, please check your spam or junk folders. You must verify your registration before logging into the portal.*



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1 Account

2 Contact

3 Review

Review the information below

[Account edit](#)

test@ridgefieldwa.us

[Contact edit](#)

Ridgefield City of
DISPLAY NAME: City of, Ridgefield
510 Pioneer St, Ste B
Ridgefield, WA 98642

360-887-3908 WORK

I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT

How to log in to the Citizen Portal

1. Go to the Citizen Portal link associated with your jurisdiction. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.
2. In the top right corner of the page, click **Log In**. **Note: If you have not yet registered for an account, you will need to register before continuing.*
3. Enter your email address and password into the available fields and click **Log In**.



Email

Password

LOG IN

[Forgot your password?](#)

Don't have an account? [Sign Up!](#)



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How to reset your password

1. In the top right corner of the page, click **Log In**.
2. Click the **Forgot your password?** link.
3. Enter your email address and click **Submit**. A window will display informing you that an email has been sent with instructions to reset your password.
4. From the email, click the **Reset Password** button.
In the window that displays, enter and re-enter your new password.
5. Click **Change Password**.

The image shows a screenshot of a password reset form. At the top, there is a logo for "SMARTGov™" with the subtext "Powered by Paladin". Below the logo, the text "Choose your new password" is displayed. There are two input fields: one for "password" and one for "re-enter password". Both fields have a small "eye" icon to the right for password visibility. At the bottom of the form is a blue "Change Password" button.