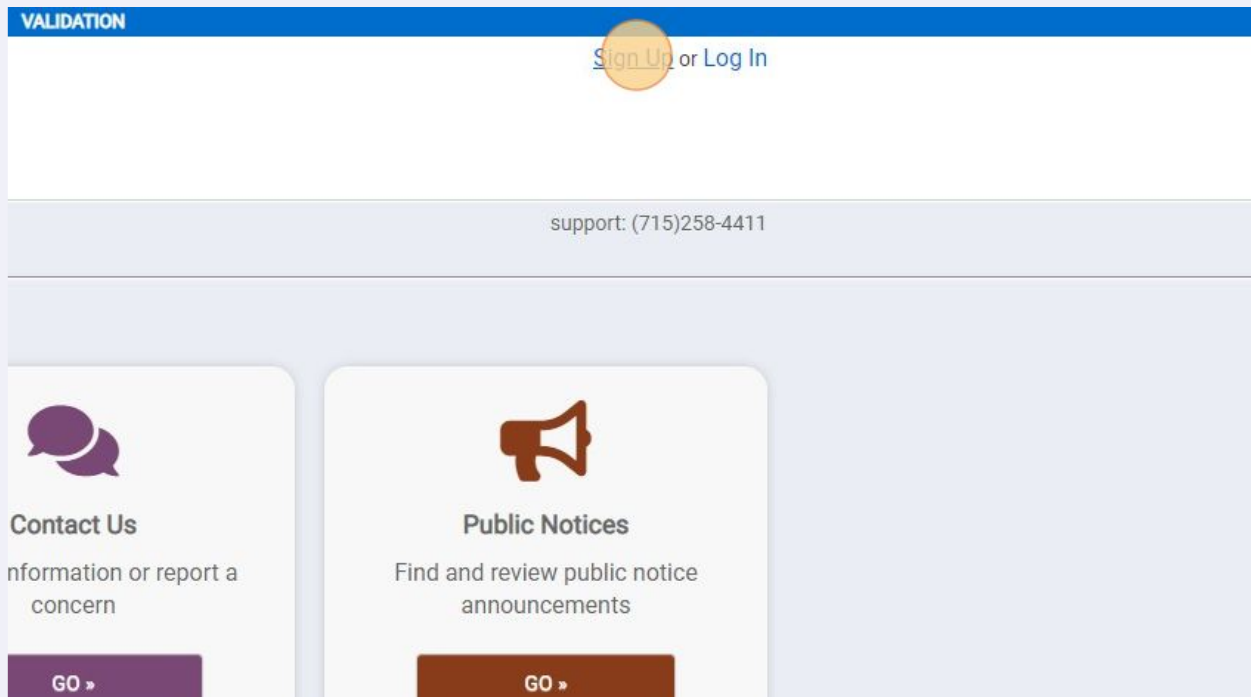


SmartGov Account Creation

1 In order to utilize SmartGov to apply for permits and licenses with the City of Waupaca you will need to create an account. This is a one time process.


2 Go to www.cityofwaupaca.org and click on Licenses/Permits

3 Click "Sign Up"



4

Enter your email address, and create a password. The "Access Code" step should be skipped unless instructed otherwise.

Confirm Password: *  Re-enter password

Access Code

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.**


5

On the following screen enter the required (*) information. Name/Address, etc.

Your Contact Information

First Name: *

Last Name: *

Display Name: * 

Address: *

City: *

State: *

6 Click "NEXT"

State: * WI

Zip Code: * 54981 e.g. 12345 or 12345-6789

Phone #: * (715) 258-4405 e.g. (555) 555-5555

Phone Type: * WORK

← PREVIOUS **NEXT** →

7 Review and agree to the Terms and Conditions.

Contact [edit](#)

Joshua Werner
DISPLAY NAME: City of Waupaca
111 S. Main Street
Waupaca, WI 54981

715-258-4405 WORK

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

✓ CREATE MY ACCOUNT

8 Click "CREATE MY ACCOUNT"

PLAY NAME: City of Waupaca
S. Main Street
Waupaca, WI 54981
-258-4405 WORK

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


[✓ CREATE MY ACCOUNT](#)


9 After creation of your account, you will receive an email to verify your account. After completing this step you will be able to utilize SmartGov.

Your account has been verified

City of Waupaca ▾

support: (715)258-4411


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