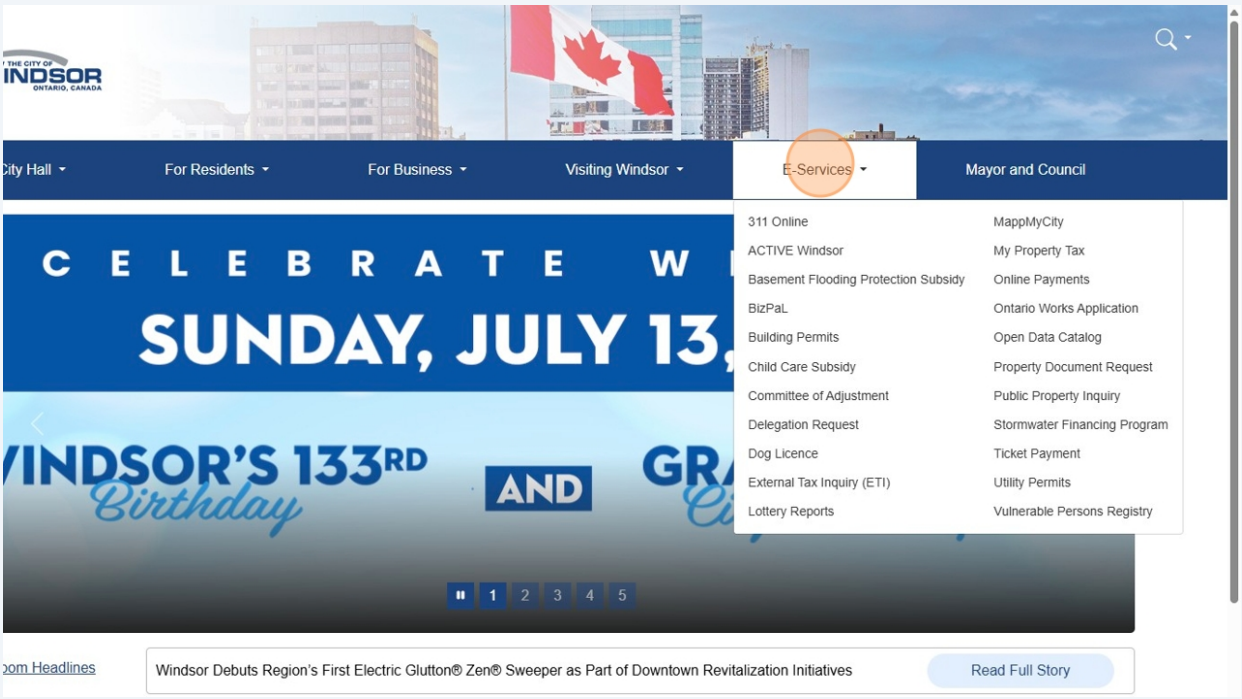
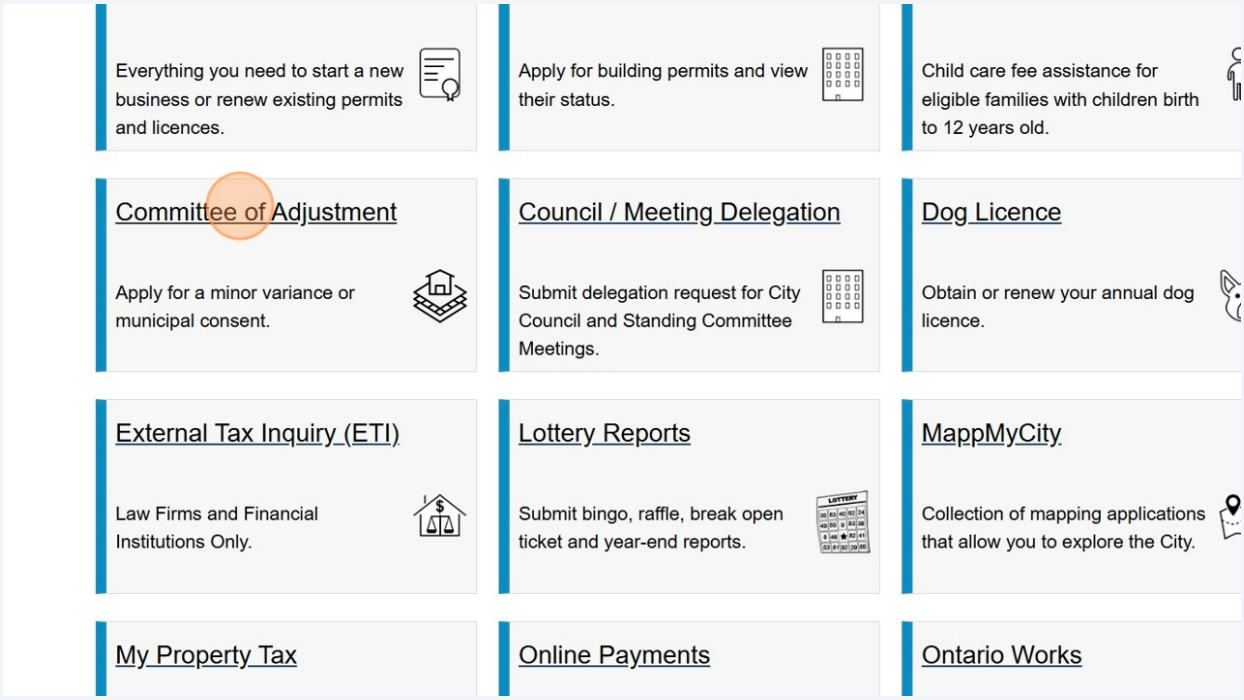
How to Create an Account for Planning Applications

1 Navigate to https://www.citywindsor.ca/

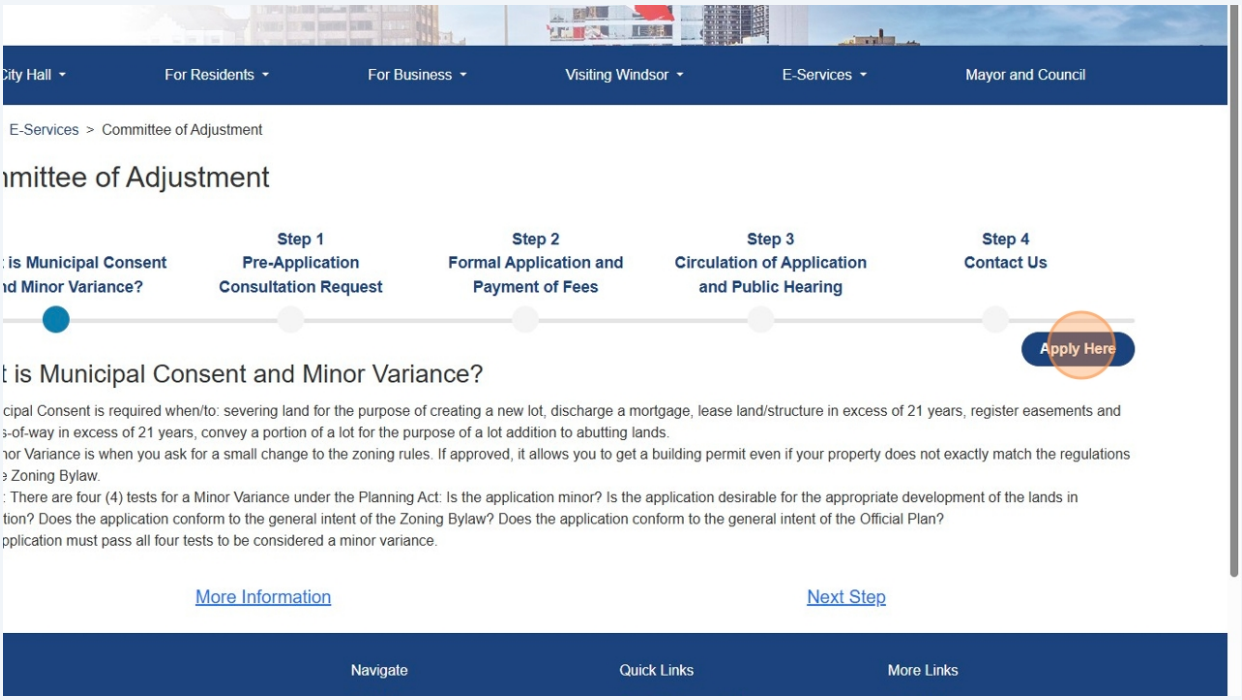
2 Click "E-Services"



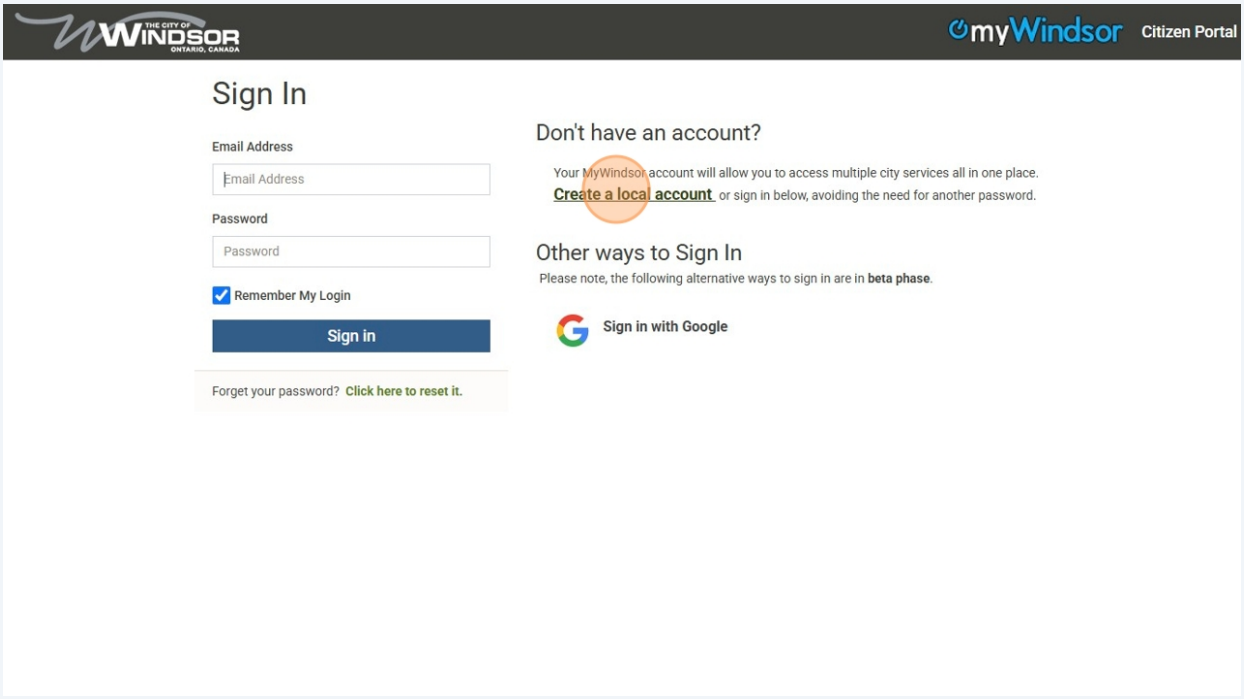
3 Click "Committee of Adjustment"



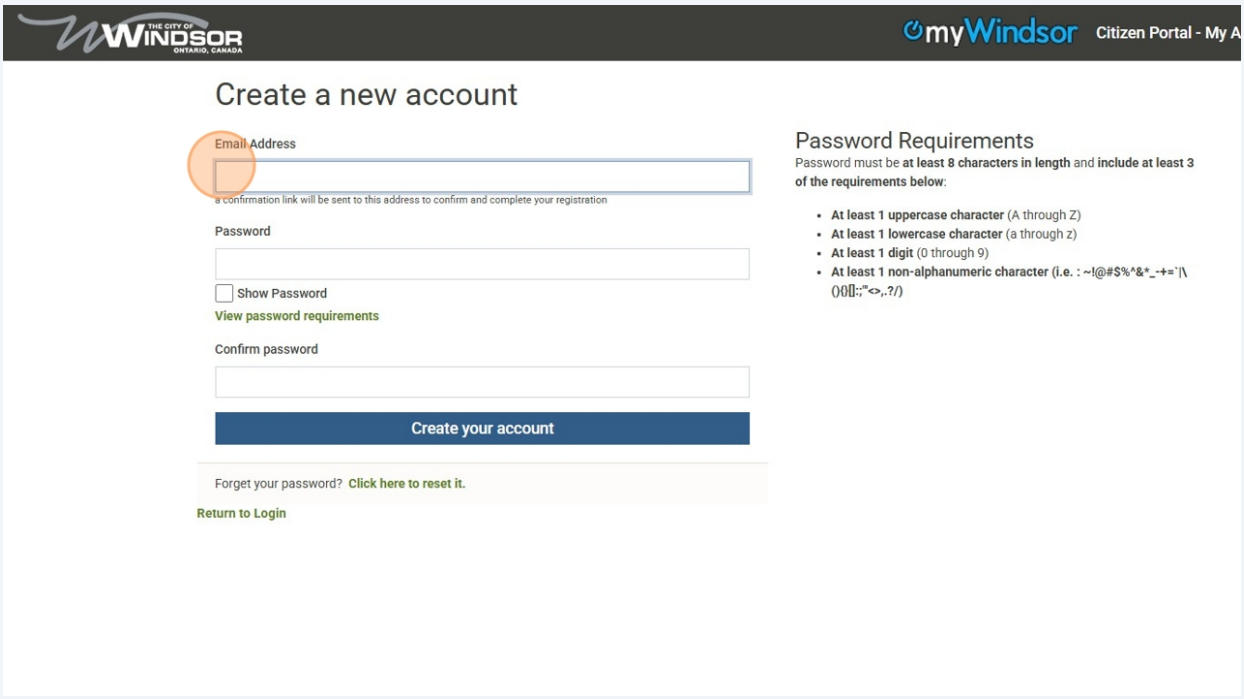
4 Click "Apply Here"



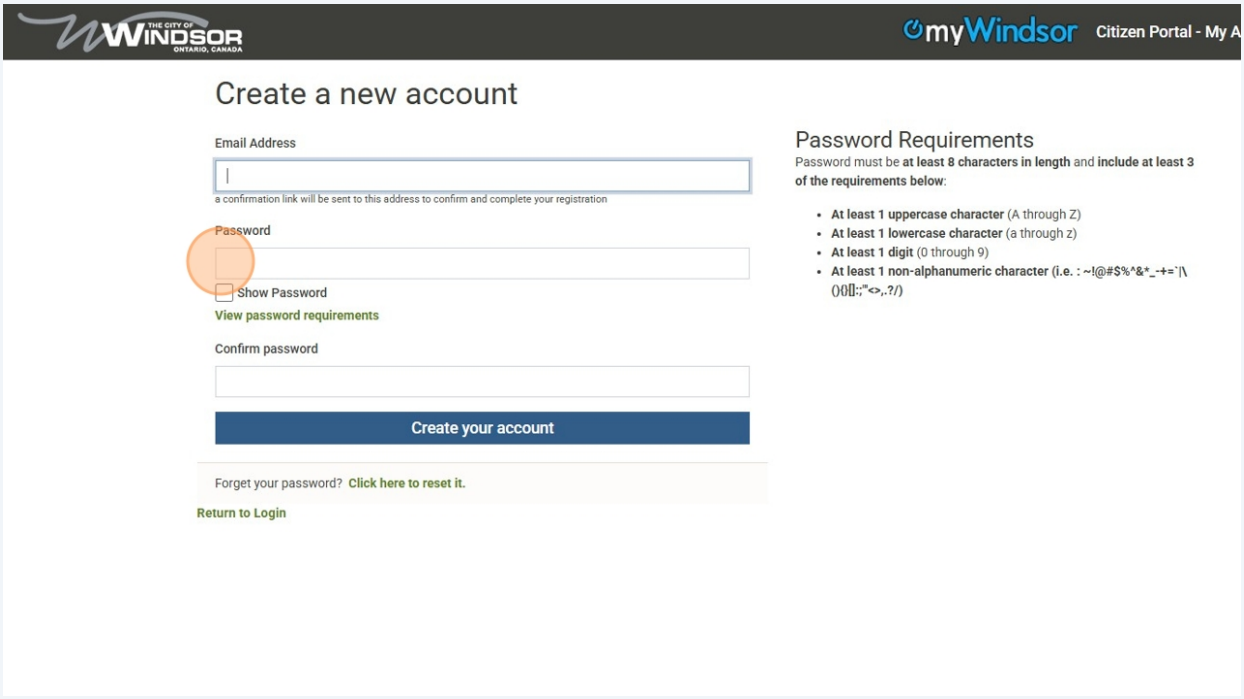
5 Click "Create a local account"



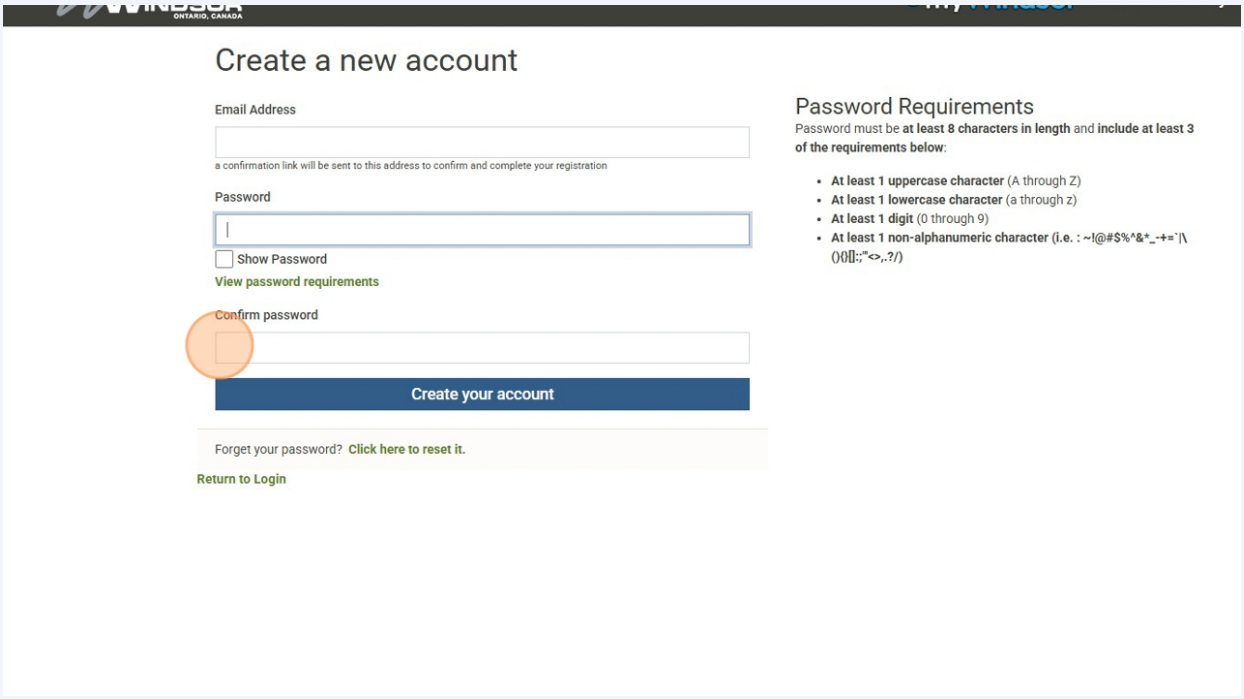
6 Enter the "Email Address"



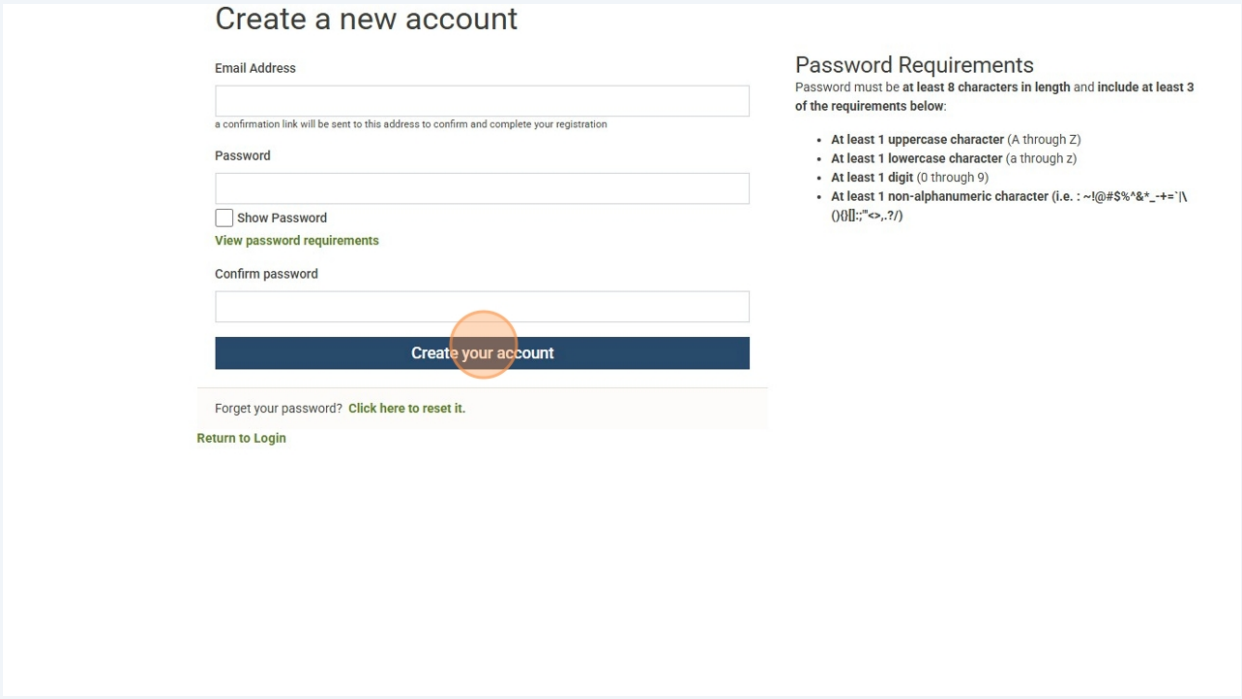
7 Enter the "Password"



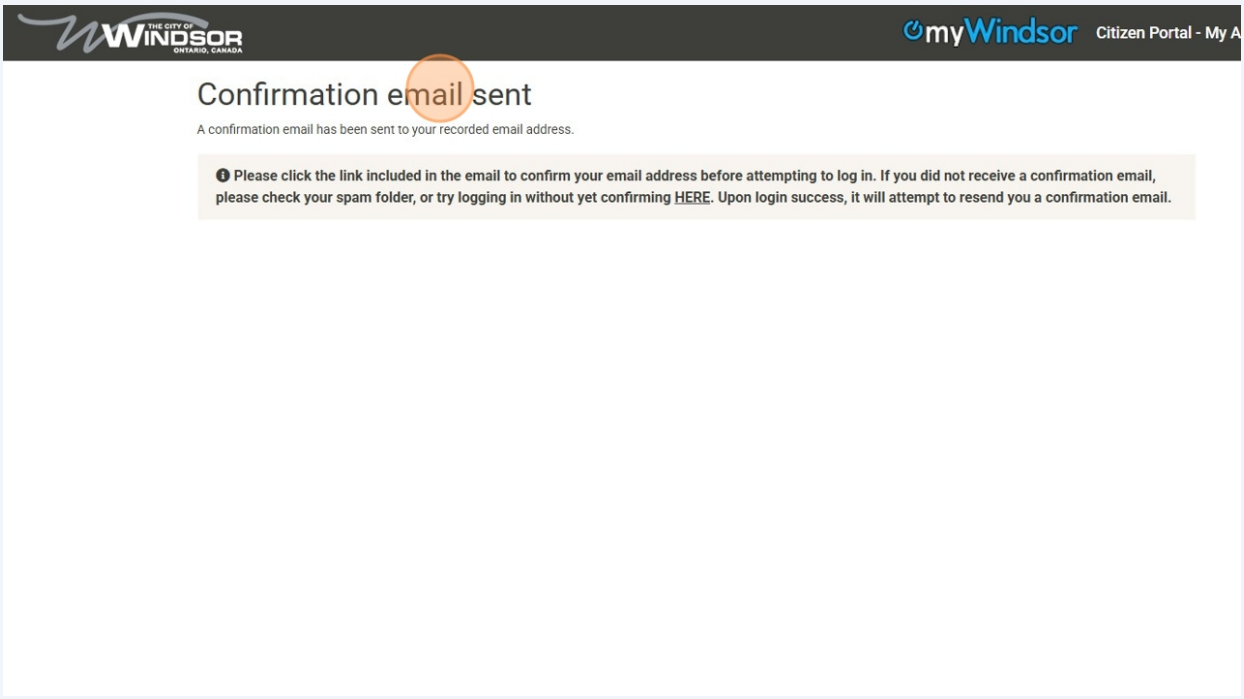
8 Enter the "Confirm password"



9 Click "Create your account"



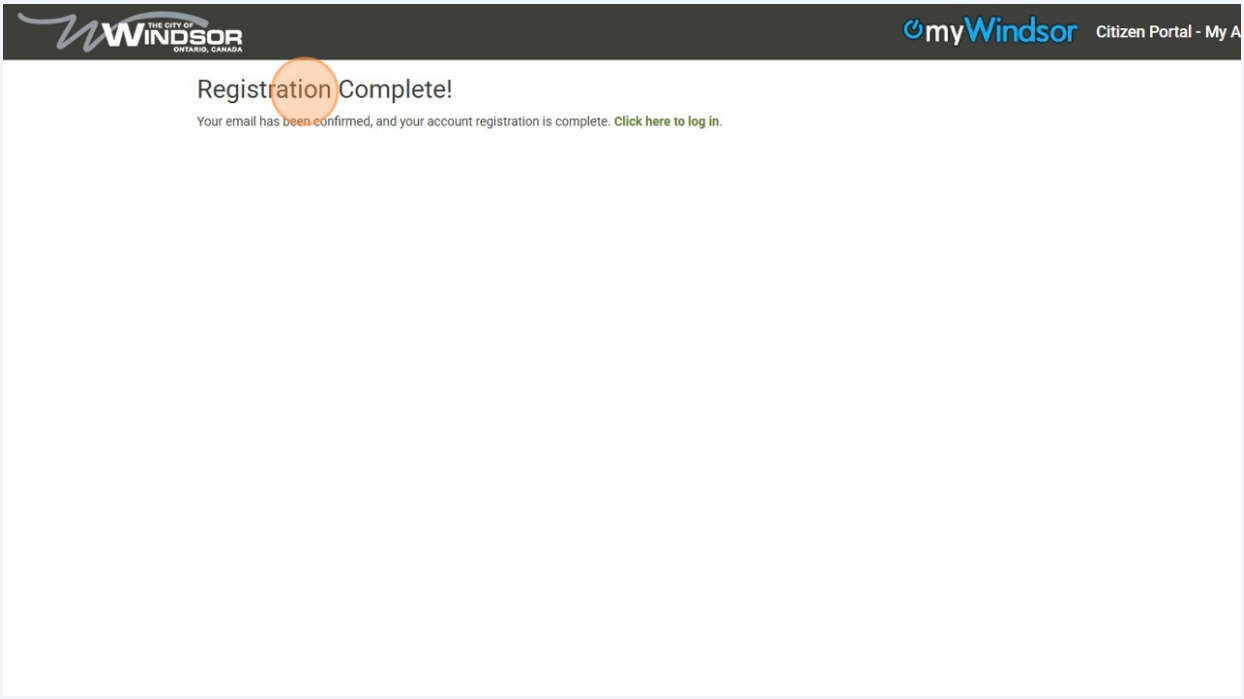
10 Confirmation email will be sent to the user's email address



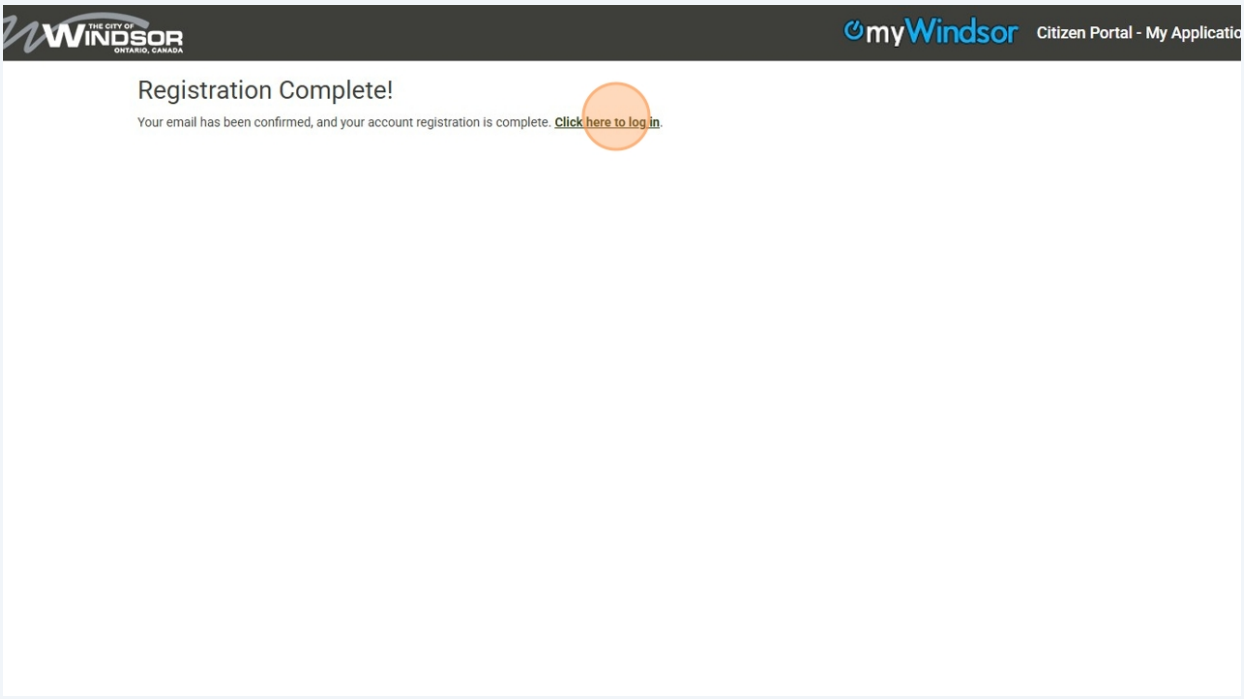
11 The user need to open the email recieved by the City of Windsor

12 Click "clicking here" to confirm the email address

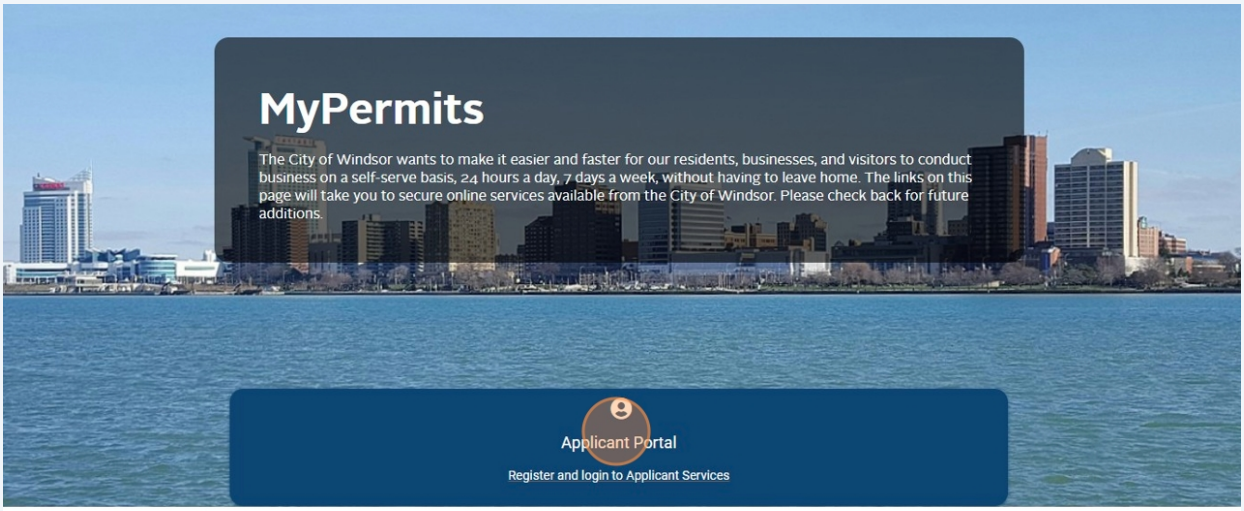
13 User will see "Registration Complete!" screen



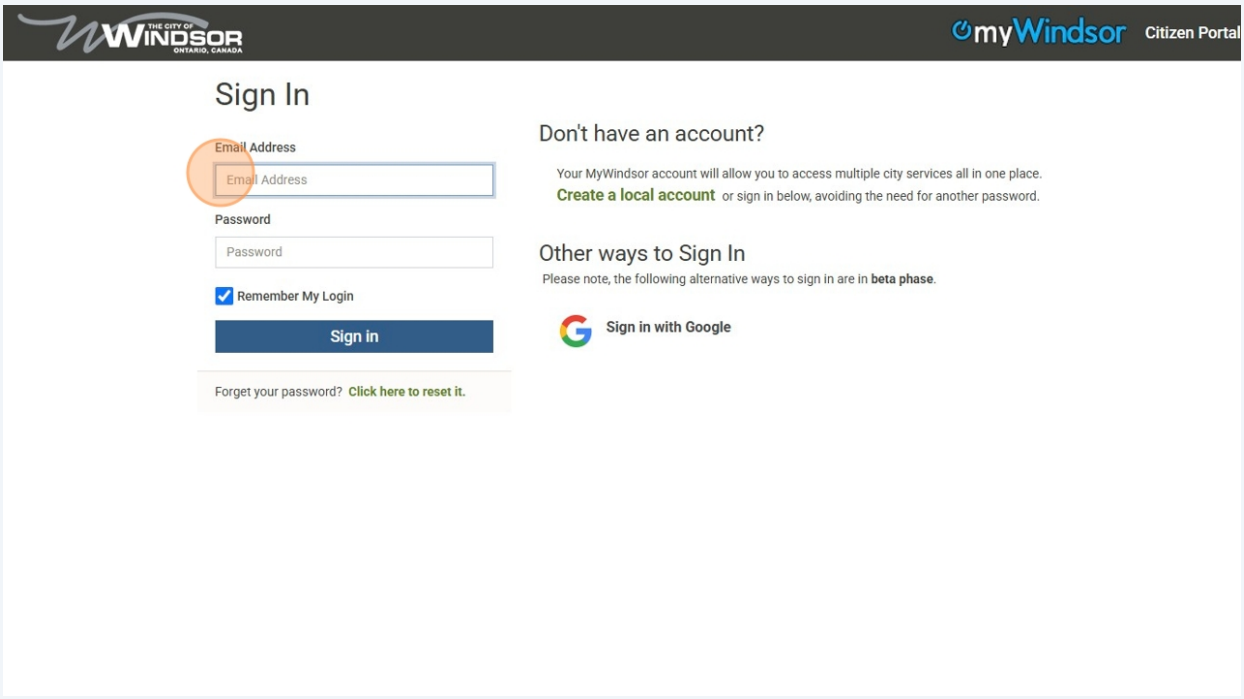
14 Click "Click here to log in"



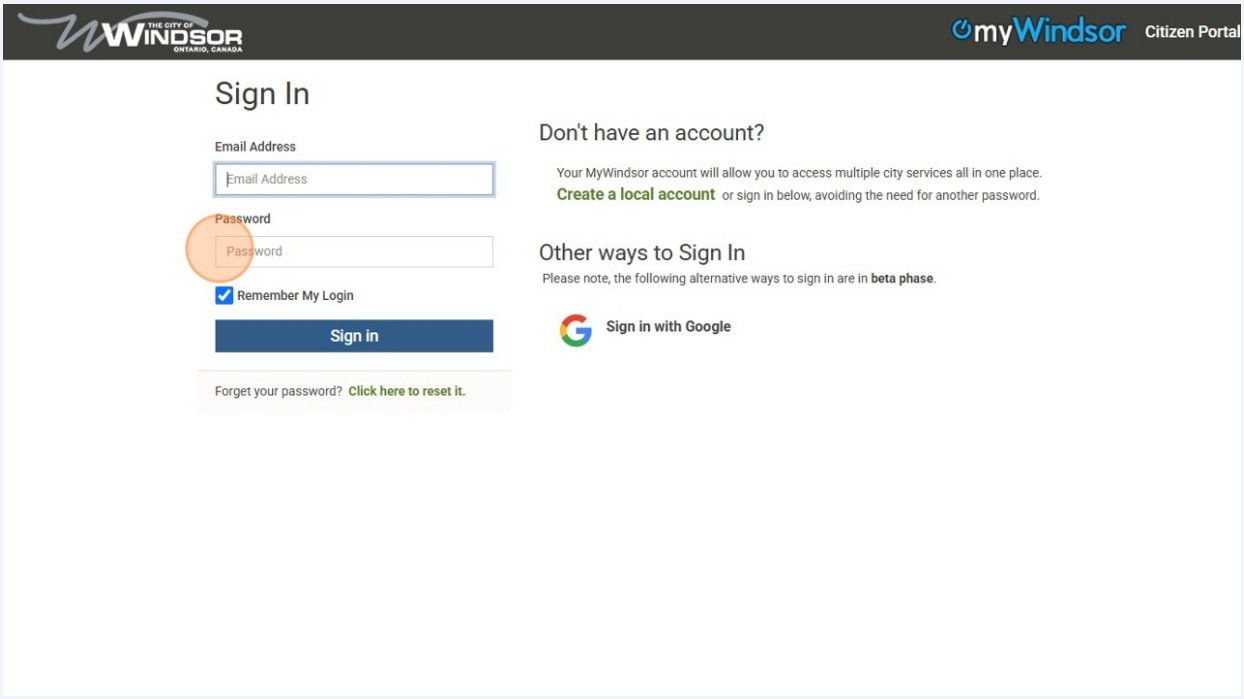
15 Click "Applicant Portal"



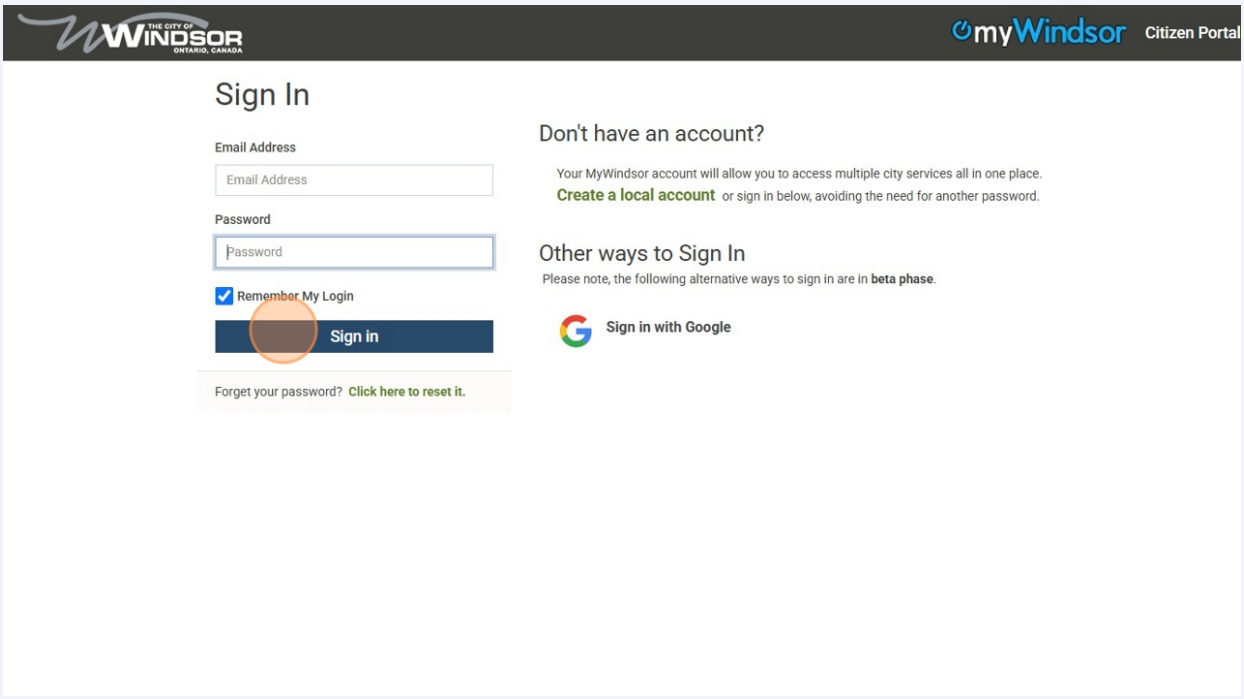
16 Enter the "Email Address"



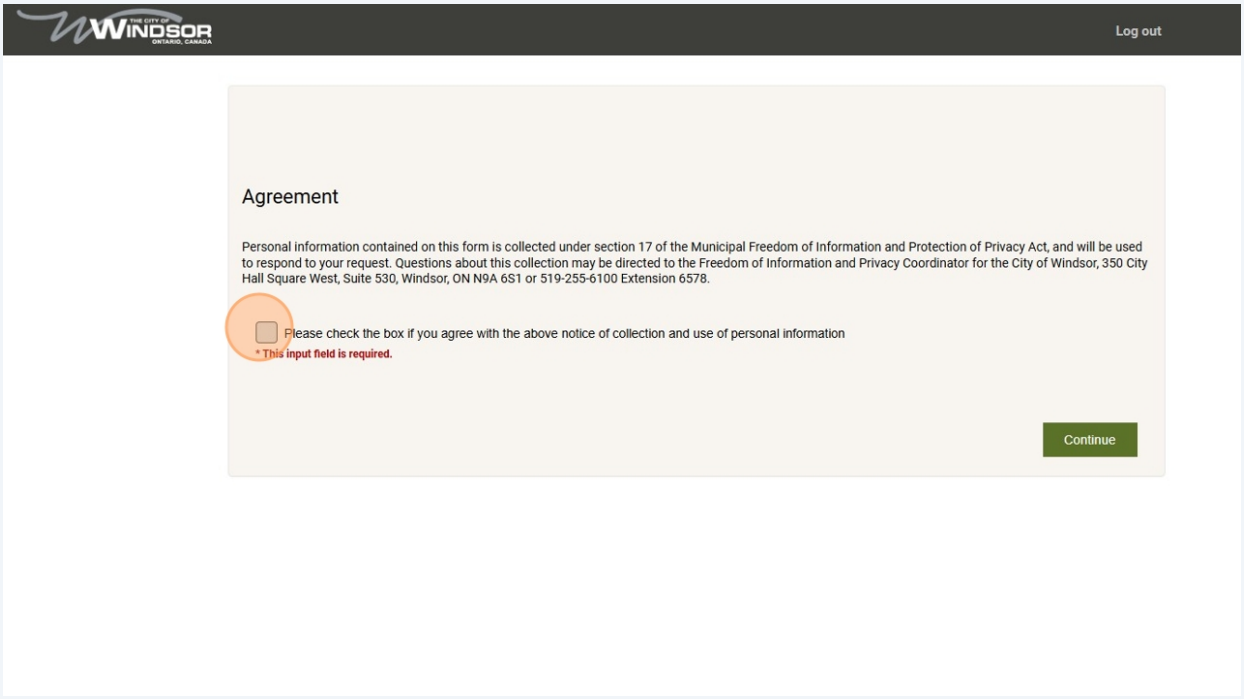
17 Enter the "Password"



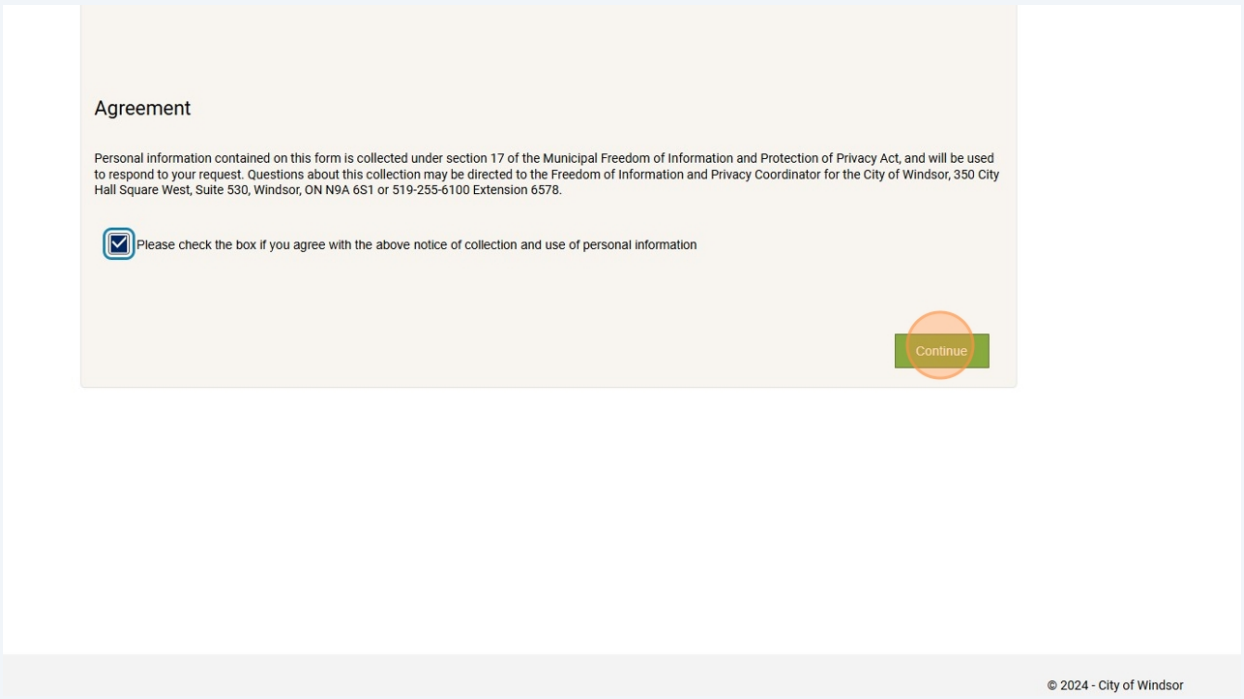
18 Click "Sign in"



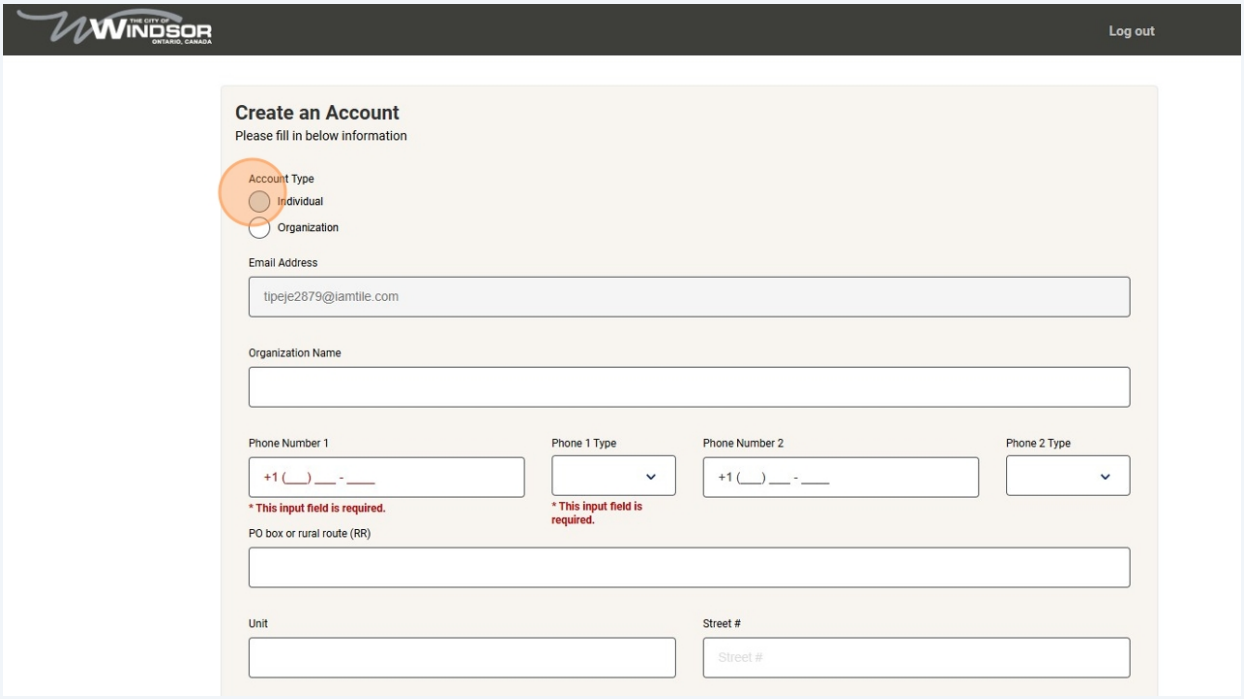
19 Click "Please check the box if you agree with the above notice of collection and use of personal information"



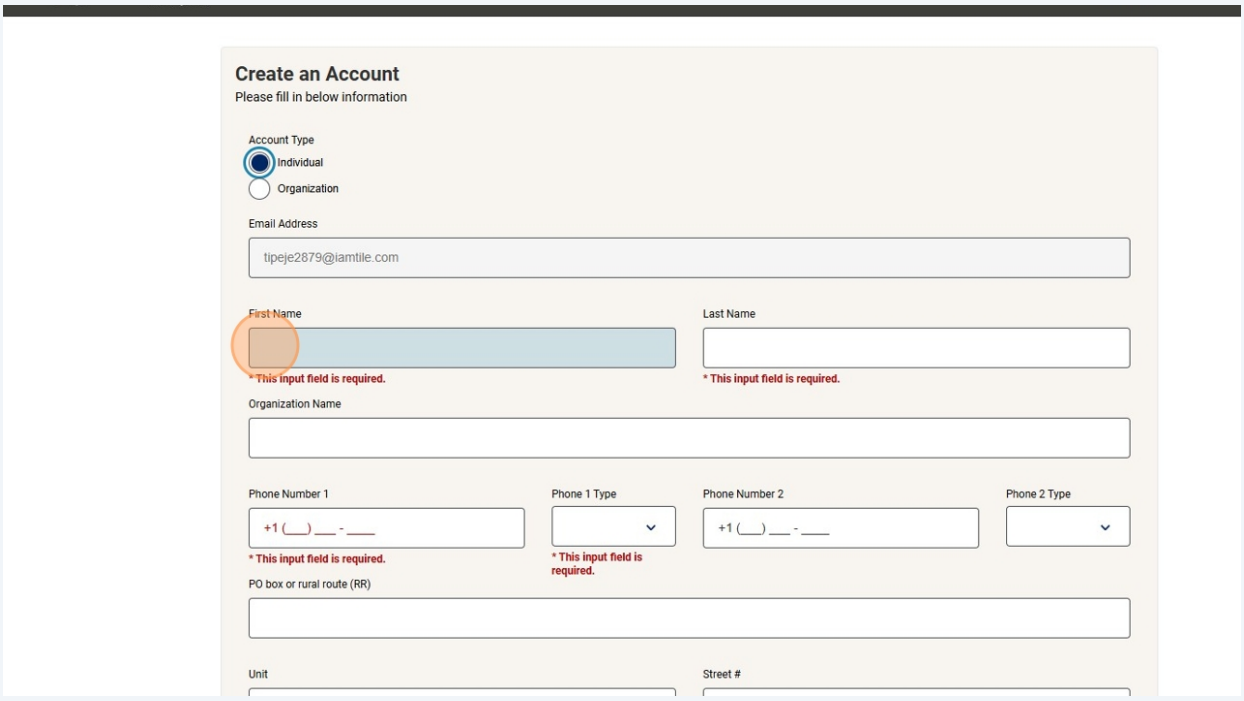
20 Click "Continue"



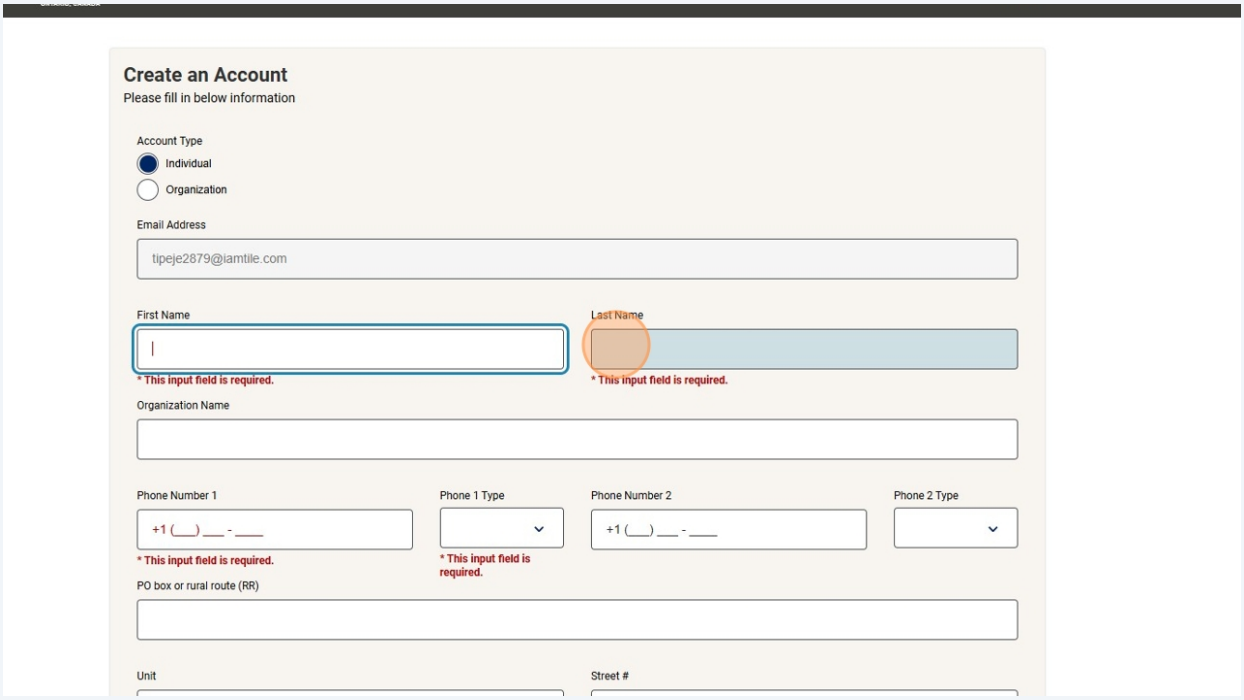
21 Click "Individual"



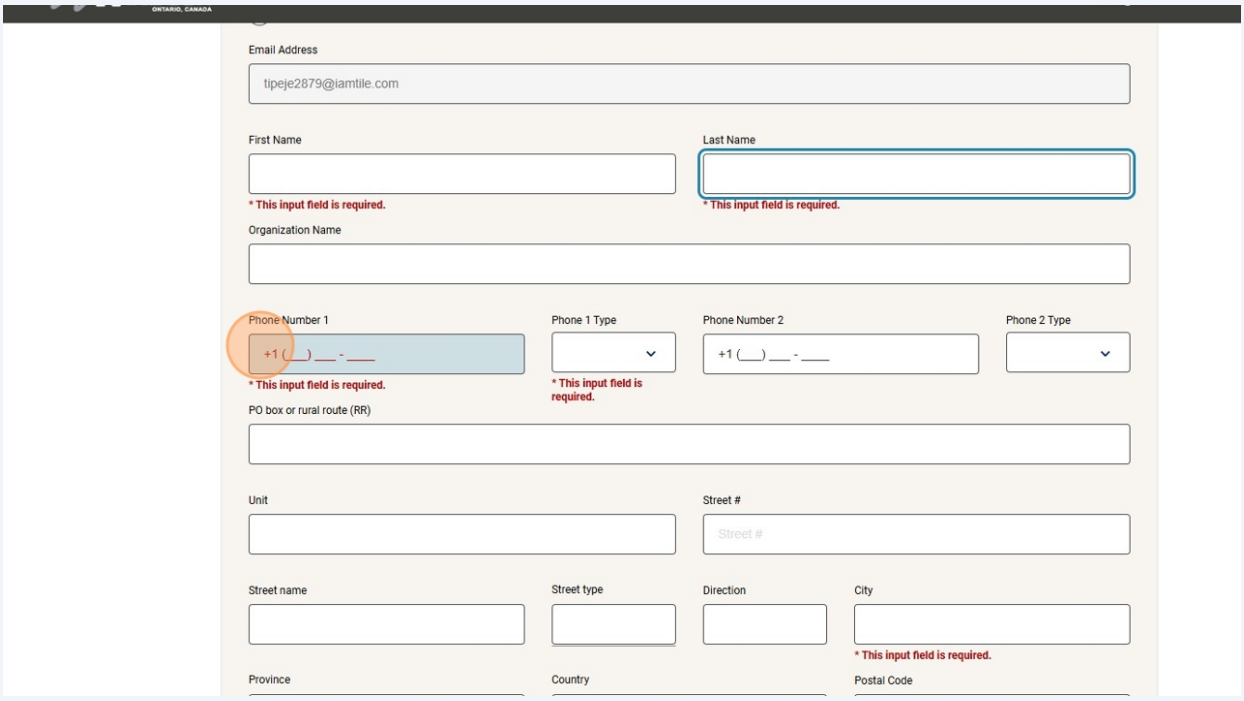
22 Enter the "First Name"



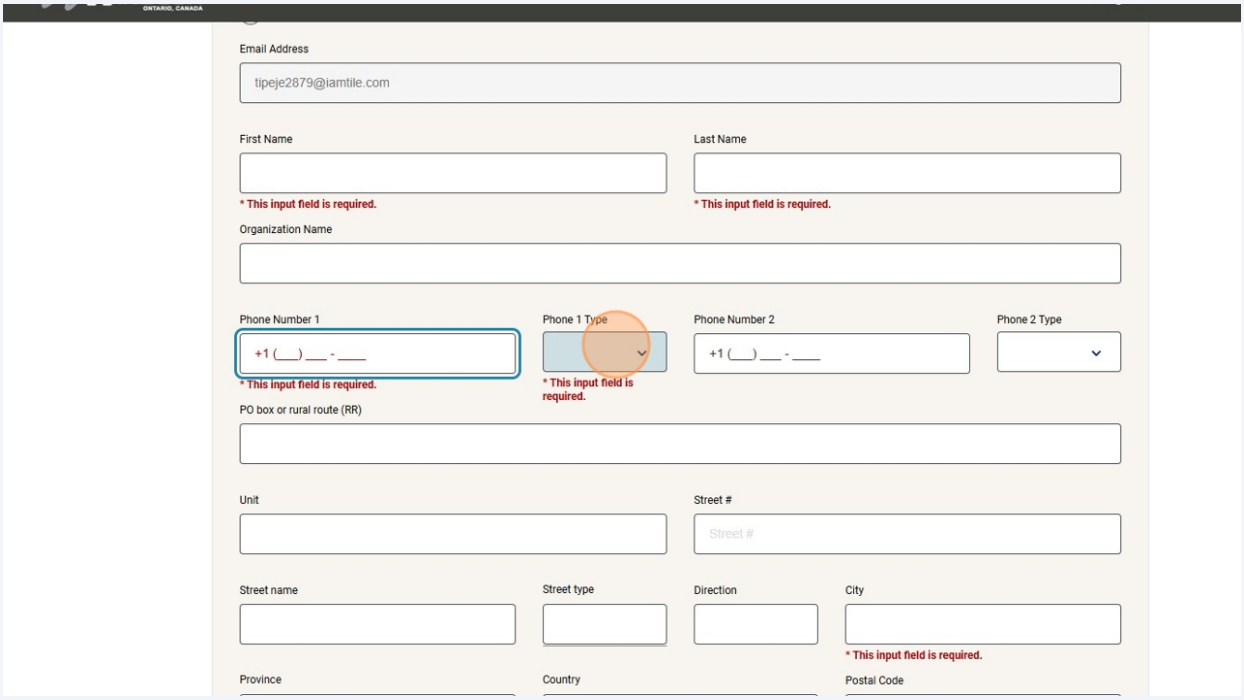
23 Enter the "Last Name"



24 Enter the "Phone Number 1"

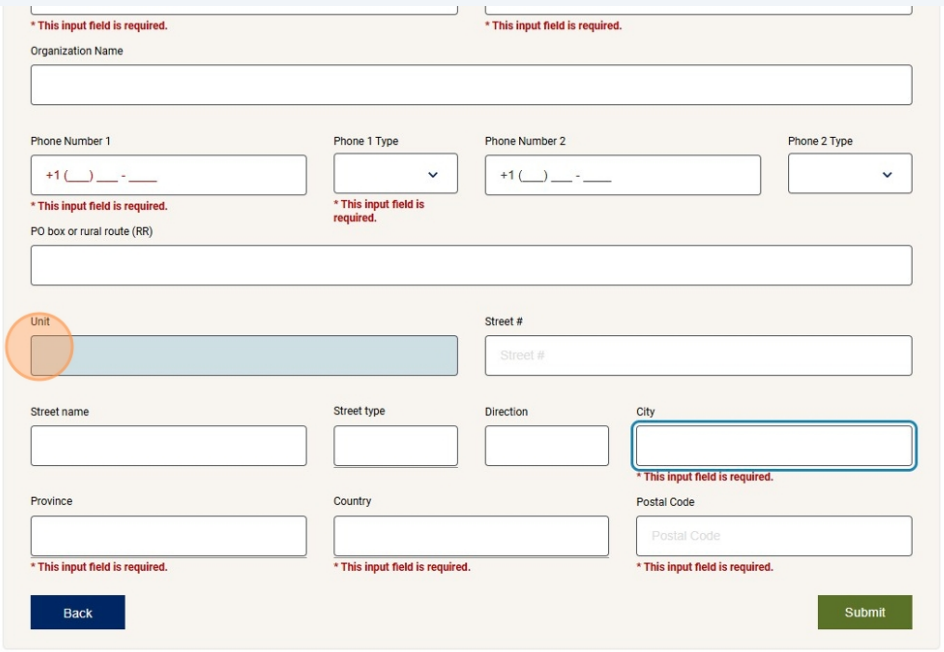


25 Select "Phone Type"

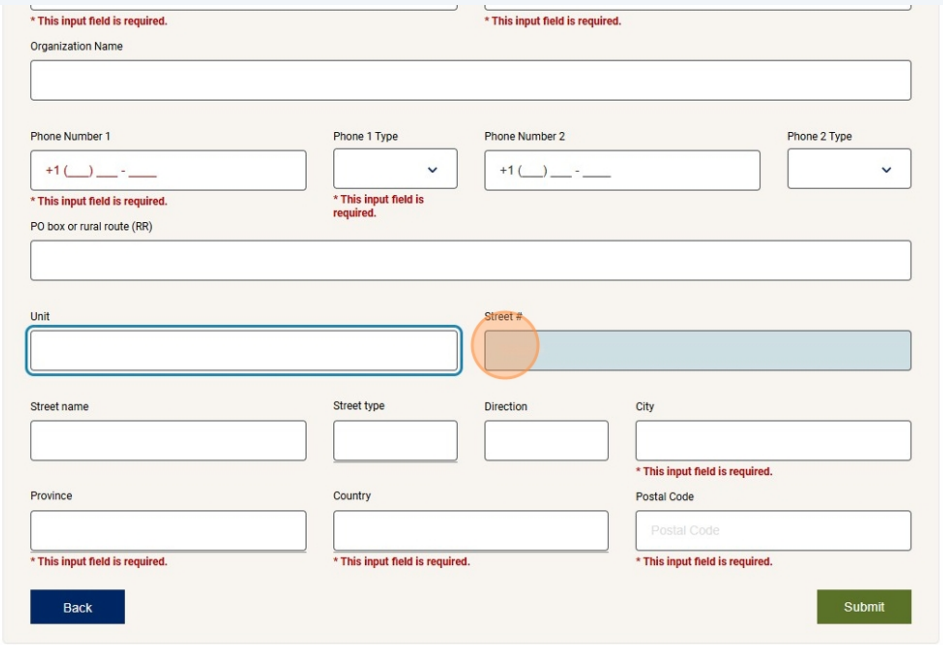


26 User needs to enter their complete address

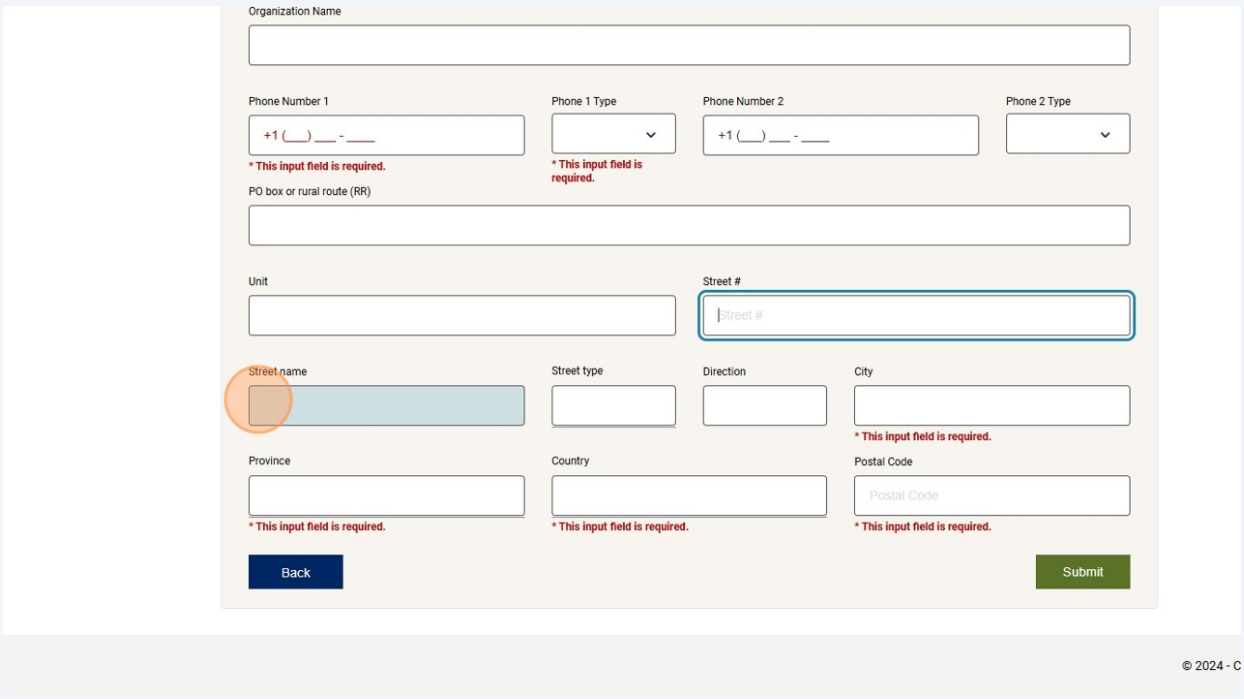
27 Enter the "Unit" if address has a unit number



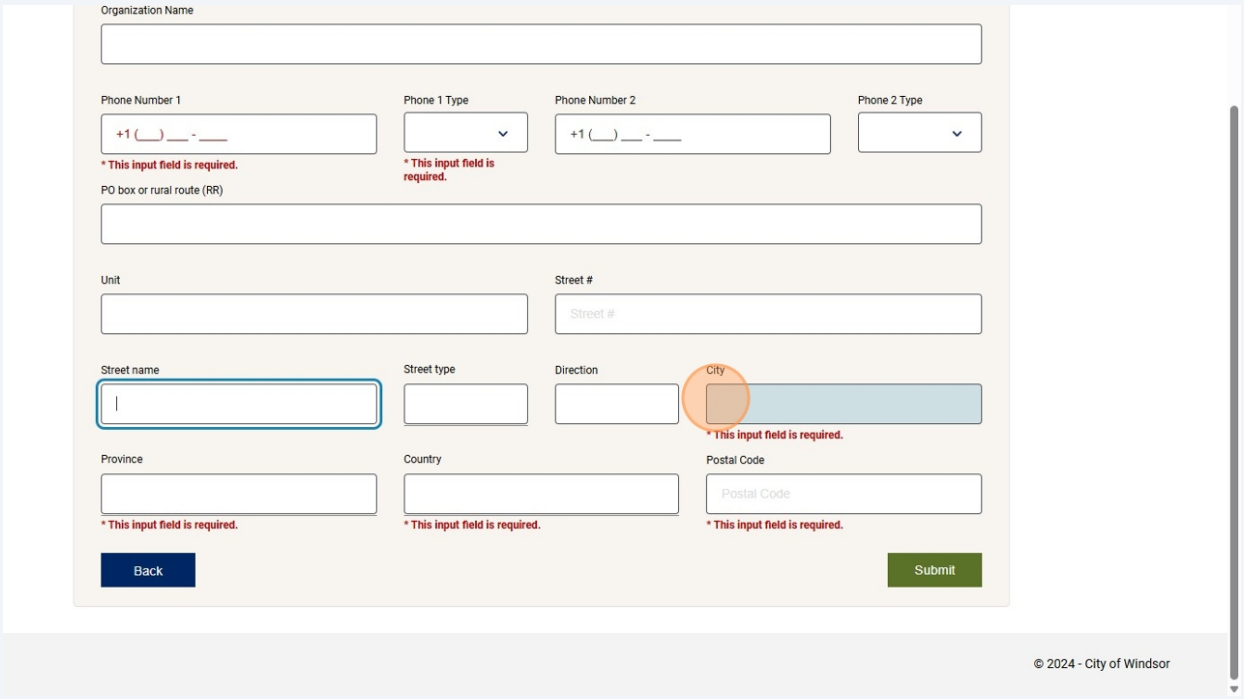
28 Enter the "Street #"



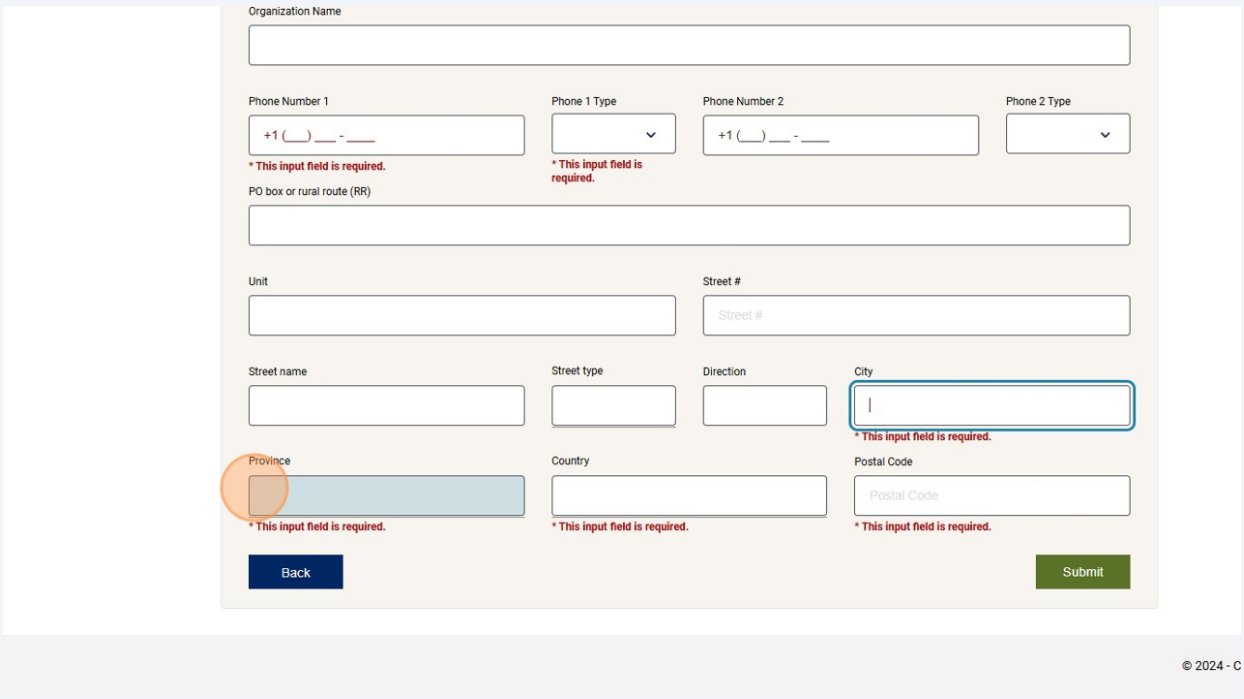
29 Enter the "Street name"



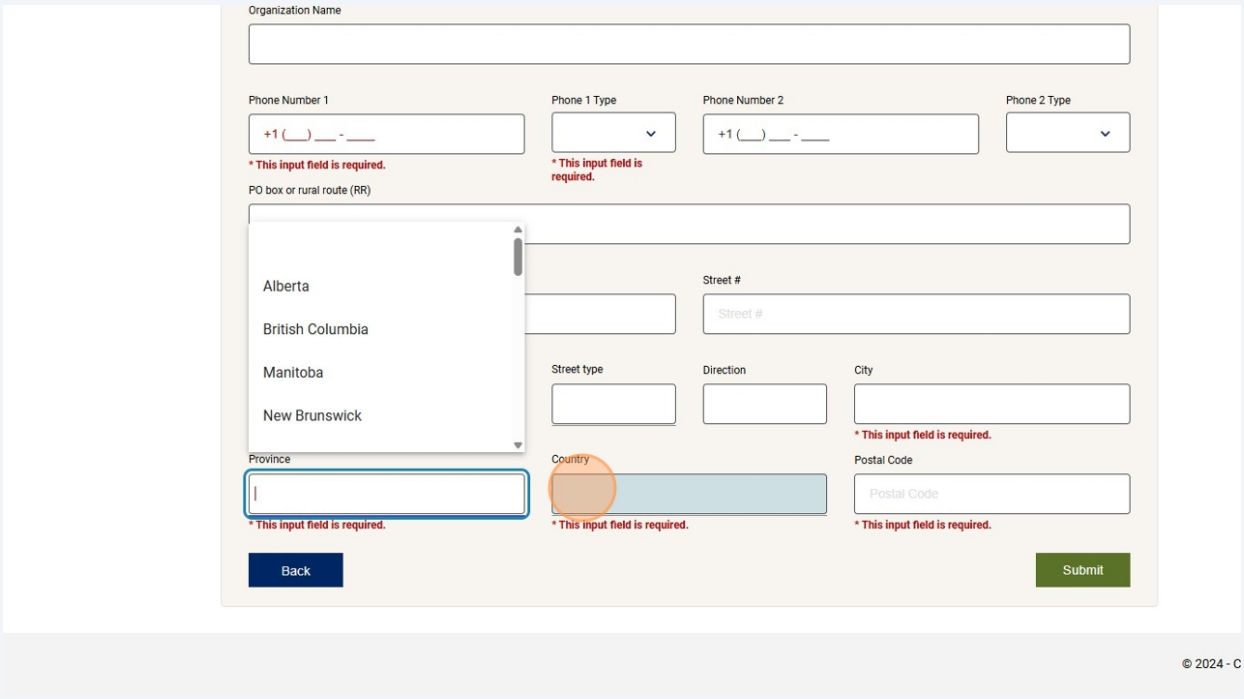
30 Enter the "City"



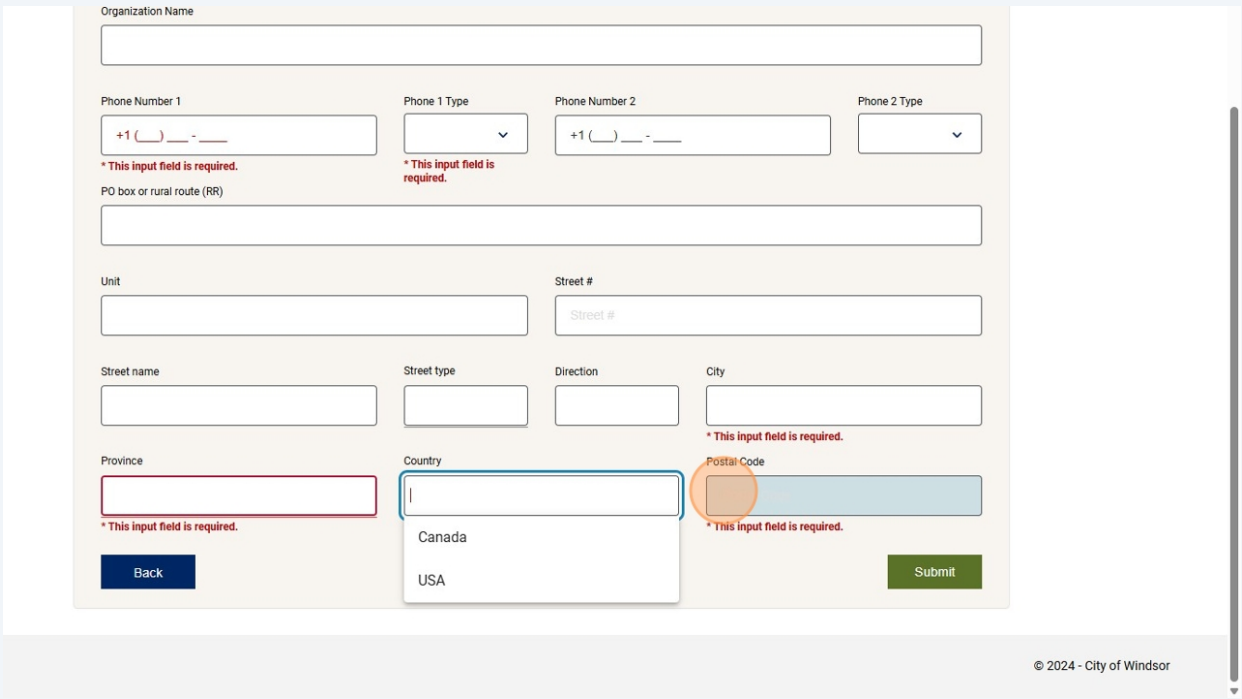
31 Enter the "Province"



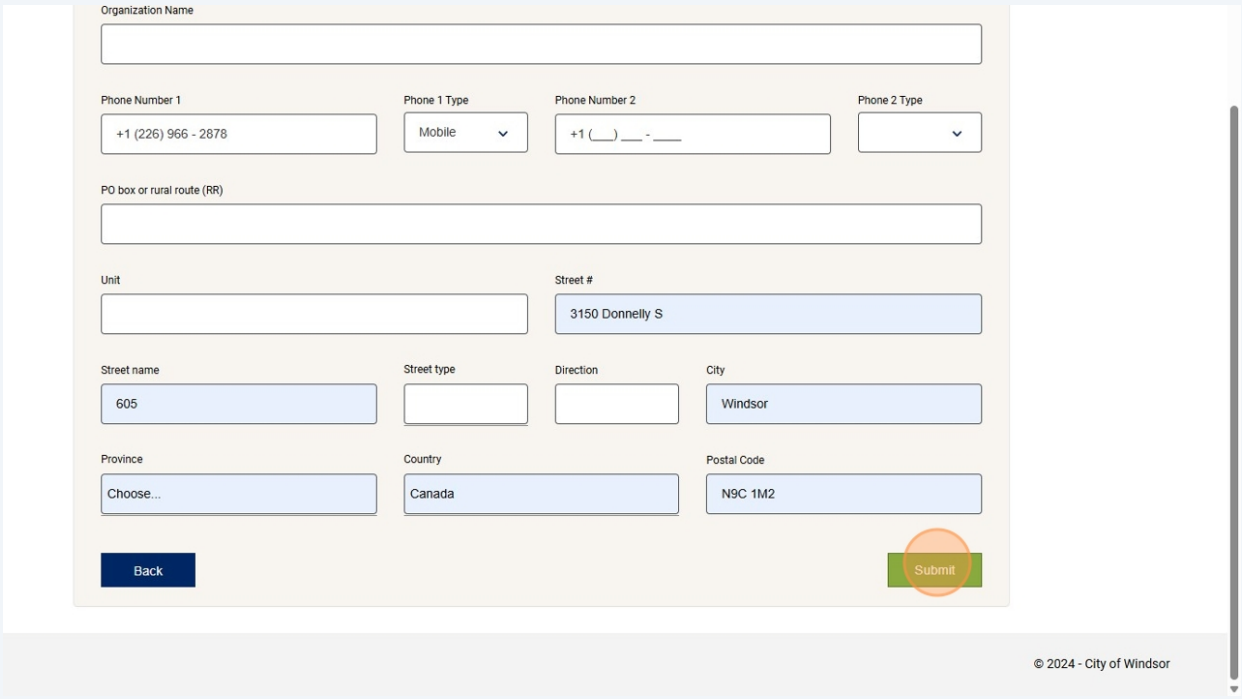
32 Enter the "Country"

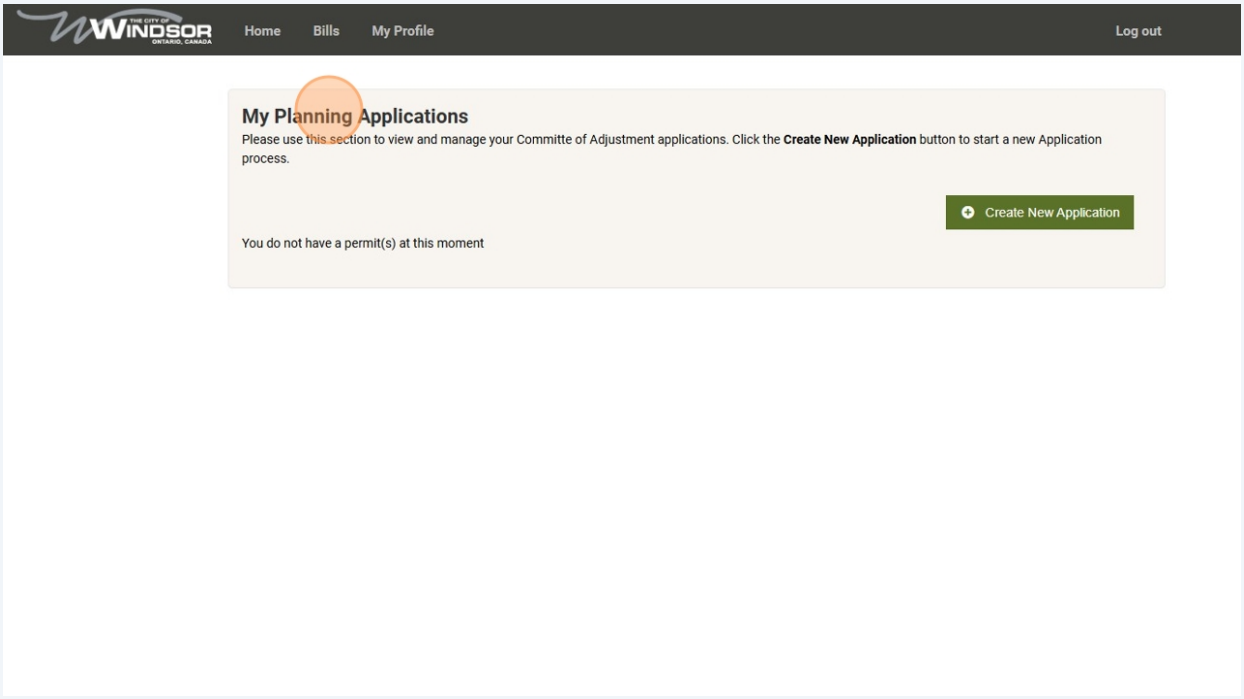


33 Enter the "Postal Code"



34 Click "Submit"



35 User will be redirected to the Planning Applications Dashboard

36 "My Planning Applications" Dashboard