

# HOW TO REGISTER - License Application Portal



## STEP 1

- Go to the [Registration Web Page](#)
- Type your Email, Name, and Phone Number  
This email will be used for correspondence regarding your **License**
- Click **Register**, this will send you an email

The screenshot shows a registration form titled "create account". It contains four input fields: "\*Email(username):" with the value "youremail@email.com", "\*Full Name:" with "John Anderson", "\*Contact #:" with "(801) 333-3333", and "Password:" with "auto-generated". Below the fields are two buttons: "Log In" and "Register".

## STEP 2

- Open the registration email
- Click the **Get Started** button in the email, this will open a login window
- Enter the temporary password you received
- Click **Login**

The screenshot shows a welcome email with the text "welcome to the team!" and "a new Builder account has been created for you". Below this, it lists "username: youremail@email.com" and "temporary password: 4WOXO9LFIG". At the bottom is a blue button labeled "GET STARTED".

## STEP 3

- Type and confirm your desired password
- Click **Change**
- Congratulations you are now ready to apply for a permit

The screenshot shows a form titled "password" with two input fields: "Enter password" and "Confirm password". A "change" button is located at the bottom right of the form.