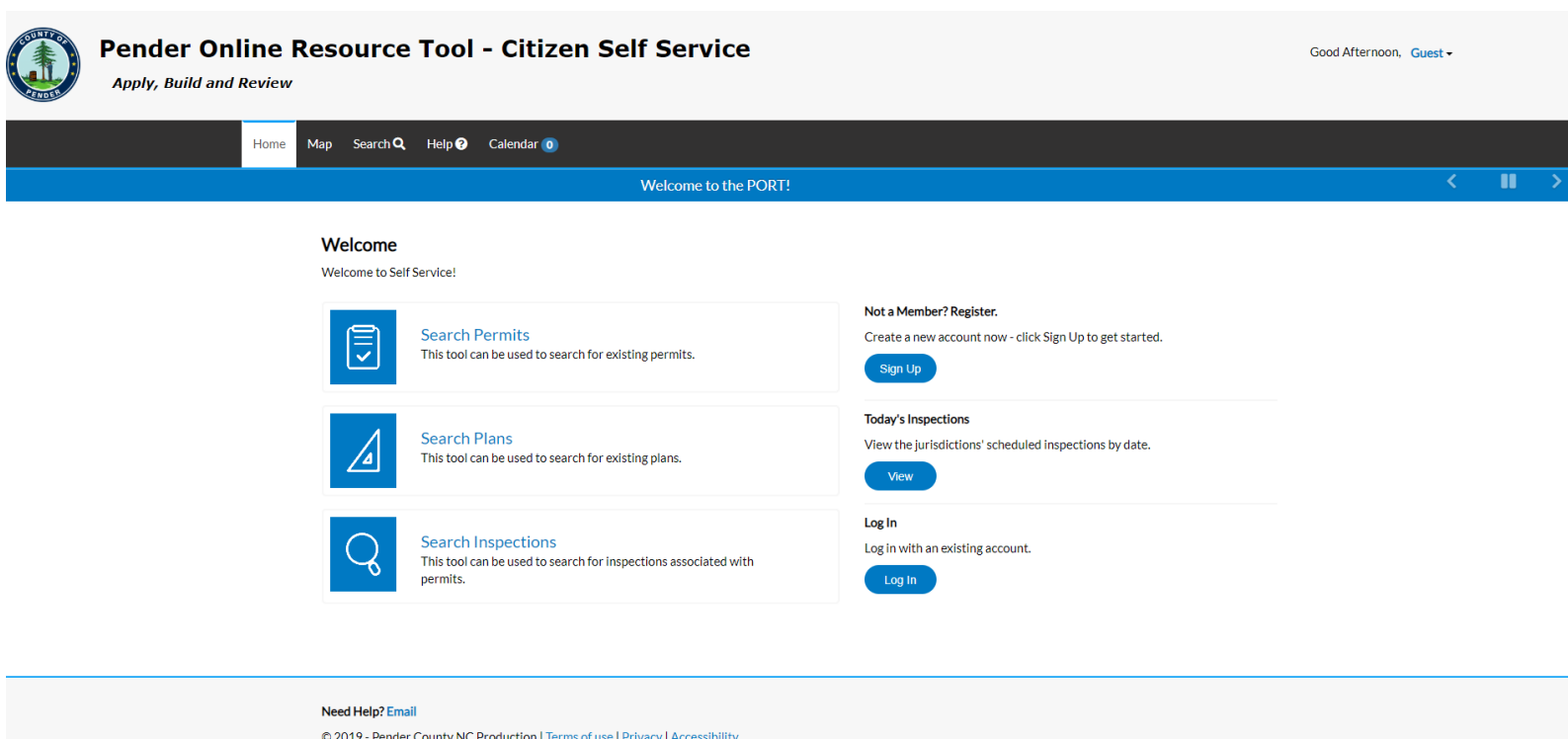# How to Register on the Pender Online Resource Tool (PORT)

The PORT is an online portal that allows citizens of Pender County to apply for permits, see the status of current permits, and even pay fees online. In order to use the PORT, citizens must register their account, which is what this How To was made for!

1. Navigate to the Pender Online Resource Tool homepage (The current version as of April 2019 is displayed below).

2. To register, click the Sign Up button under the Welcome portion of the page.

Welcome

Welcome to Self Service!

Search Permits
This tool can be used to search for existing permits.

Search Plans
This tool can be used to search for existing plans.

Search Inspections
This tool can be used to search for inspections associated with permits.

Not a Member? Register.

Create a new account now - click Sign Up to get started.

Sign Up

Today's Inspections

View the jurisdictions' scheduled inspections by date.

View

Log In

Log in with an existing account.

Log In

3. On Step 1 of the Registration process, enter your email. The email could be something like pendercitizen@gmail.com, pendercitizen@yahoo.com, pendercitizen@aol.com, etc. **Make sure that you have access to this email account as you will receive an email confirmation upon sign up.**

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [   ]   Next

4. Once you have entered a valid email, click next.

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [_____ @gmail.com] **Next**

5. Notice the message at the bottom.

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [_____ @gmail.com] **Next**

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

6. Check the email that you signed up with. You should have received an email titled **Citizen Self Service New User Account Confirmation**.

Primary	Social	Promotions
noreply	Citizen Self Service New User Account Confirmation - You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service	
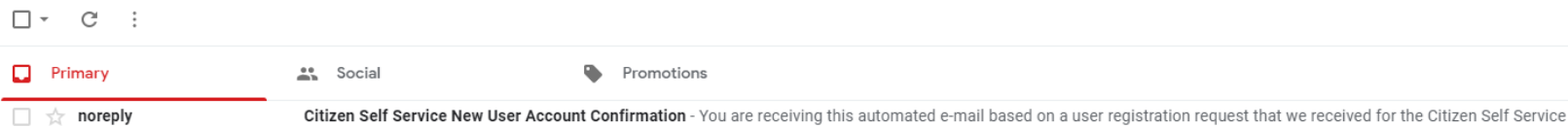
7. Open the Email. The following text will be displayed:

    "You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

    Confirm"

---

noreply@pendercountync.gov
to me ⌄   4:48 PM (8 minutes ago)   ☆   ↩

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

---

8. Click Confirm.

---

noreply@pendercountync.gov
to me ⌄   4:48 PM (8 minutes ago)   ☆   ↩

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

---

9. On the page that opens, click Register.

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email [redacted]@gmail.com

(Back)   (Register)

10. This will continue on to Step 3. Fill out the required information (anything with a *), check the "I'm not a robot" box, and hit submit.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

*REQUIRED

* First Name	
	First name is required.
Middle Name	
* Last Name	
Company	
Business Phone	
Home Phone	
Mobile Phone	
Fax	
Other Phone	
* Email Address	[ ]@gmail.com
* Contact Preference	Address ▼

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password	
* Confirm Password	

ADDRESS

Country Type	United States ▾
Enter Address	Enter a location
* Street Number	
* Street Name	
* City	
State	▾
* Postal Code	
County	
Unit or Suite	
* Address Type	Billing ▾

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Back   Submit

11. You have successfully registered! Now you can log in to your PORT account.

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

Log In