



# ePlace

## How To: Create an Account

**Step 1:** Go to [duluthmn.gov/eplace](http://duluthmn.gov/eplace) and click the button to enter ePlace

**Step 2:** Click “Login or Register” in the upper right-hand corner



Electronic Permitting, Inspections, Plans, Licenses & Code Enforcement

[Login or Register](#)

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### Welcome the City of Duluth ePlace

**Step 3:** If you have a Google, Apple, Microsoft, or Facebook account and would like to use that account to register, click one of those options. Otherwise, click “Create an Account”

Sign In to community access services.

[Sign in with Google](#)

[Sign in with Apple](#)

[Sign in with Microsoft](#)

[Sign in with Facebook](#)

OR

Email address

Keep me signed in

[Next](#)

[Unlock account?](#) [Help](#)

[Create an account](#)

## Step 4: Fill in the fields shown



**Create an account**

Email

First name

Last name

Mobile phone Optional

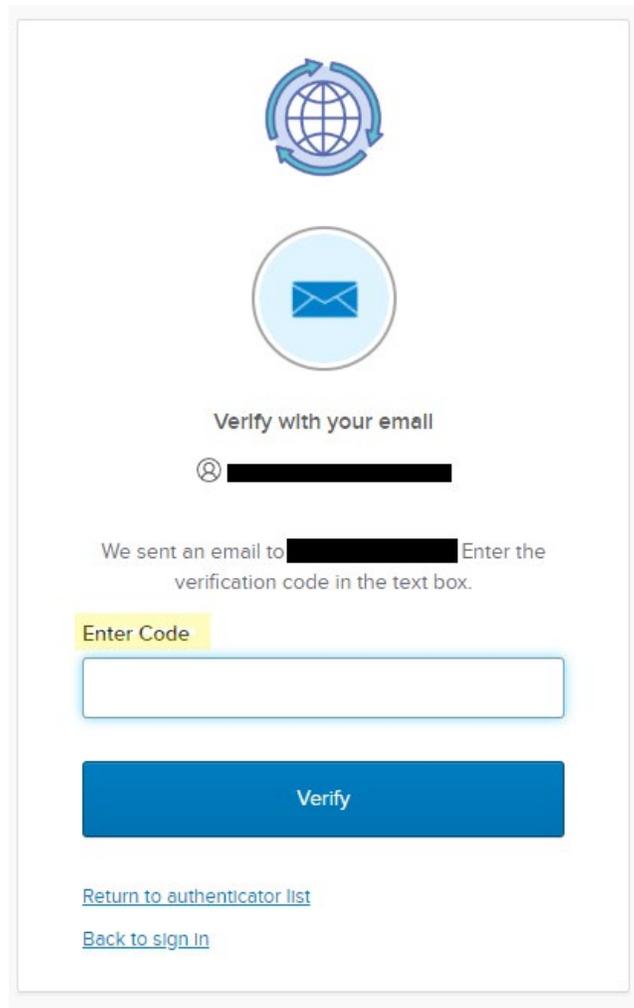
Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

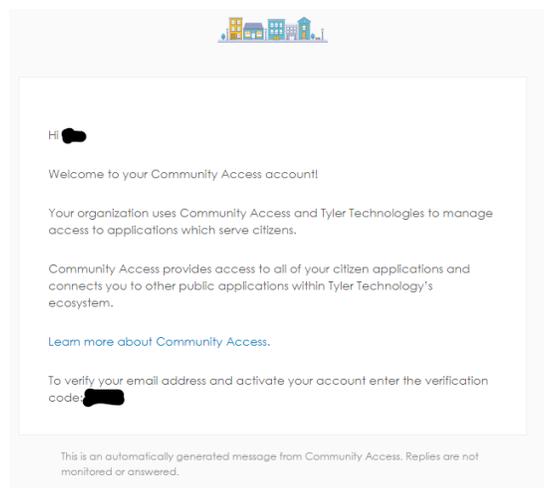
[Already have an account?](#)

**Step 5:** You will receive a code in your email address. Enter the code that was sent to your email.



The screenshot shows a web interface for email verification. At the top, there is a blue circular icon with a globe and arrows, and a blue envelope icon in a circle. Below these icons, the text reads "Verify with your email". Underneath, there is a user profile icon and a redacted email address. The text says "We sent an email to [redacted] Enter the verification code in the text box." Below this is a yellow box with the text "Enter Code" and a white text input field. A blue button labeled "Verify" is positioned below the input field. At the bottom, there are two blue links: "Return to authenticator list" and "Back to sign in".

The Email should look like this:



## Step 6: Click continue



### Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

## Step 7: Complete the following fields NOTE: you only are required to provide **one** phone number in **one** of the 3 fields

### Registration

Step 2 of 3: Personal Info

\*REQUIRED

First Name

Middle Name

Last Name

Company

\* Contact Preference

\* Email Address

#### Additional Contact Information

\* Business Phone

\* Home Phone

\* Mobile Phone

Back

Next

## Step 8: Fill in your complete address and click submit

Step 3 of 3: Address

\* Address \*REQUIRED

Street address, P.O. box. (required)

Apartment, suite, unit, floor, (optional)

City

State

Postal Code

[Back](#) [Submit](#)

Once you see this page, you should see your name in the upper right corner.

**DULUTH** ePlace *Electronic Permitting, Inspections, Plans, Licenses & Code Enforcement* Test Account

[Dashboard](#) Home Apply My Work Today's Inspections Map Report Fee Estimator Search  Calendar

### My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Permits](#)

**You have successfully created your account! You are now ready to apply for permits, plans, licenses, etc.**