



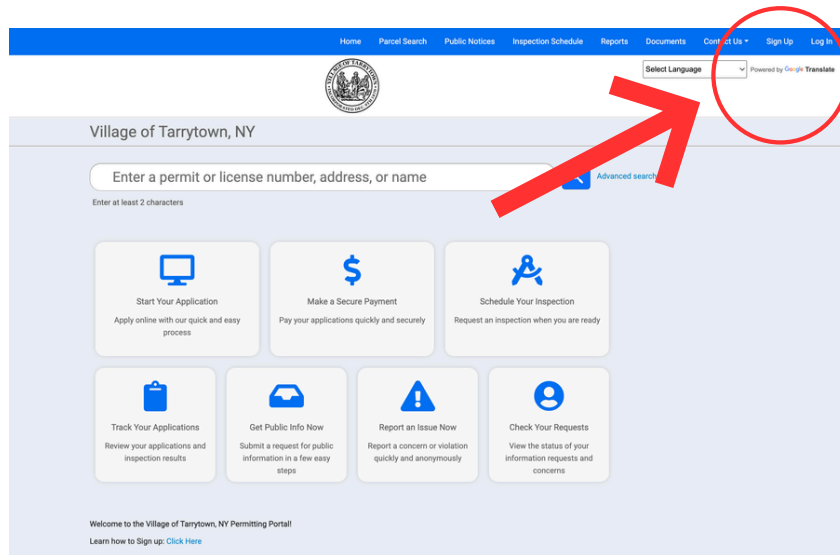
# Village of Tarrytown Online Permit Portal

## How to Sign Up for an Account

1) Click on link to Online Permit Portal:

<https://vlg-tarrytown-ny.smartgovcommunity.com/Public/Home>

2) In upper right corner, click on “Sign Up”



3) Enter your email address. *Note: This email address must be valid. It is stored as your contact email address in SmartGov. Once registration is completed, a verification email is sent to the address provided.*

4) Choose a password of at least 8 characters and then enter the same password in the Confirm Password field. Click “Next.”

5) Access Code: You do not need to worry about an Access Code if you are completing an application. An Access Code allows property owners to access documents and information pertaining to a permit that was applied for by a contractor on an owner’s behalf.

Valid Email Address

Password - min. 8 characters

Click “Next”



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6) Complete the contact information fields. *Note: Required fields are indicated with an asterisk.*

The screenshot shows the 'Contact' step of the account creation process. The page has three tabs: '1 Account', '2 Contact' (active), and '3 Review'. The 'Your Contact Information' section contains the following fields:

- First Name: \* First
- Last Name: \* Last
- Display Name: \* Last, First
- Address: \* One Depot Plaza
- City: \* Tarrytown
- State: \* NY
- Zip Code: \* 10591 (with example: e.g. 12345 or 12345-6789)
- Phone #: \* (914) 631-1785 (with example: e.g. (555) 555-5555)
- Phone Type: \* WORK

At the bottom are 'PREVIOUS' and 'NEXT' buttons. A red bracket groups the contact fields with the text 'Complete Contact Information'. A red arrow points to the 'NEXT' button with the text 'Click "Next"'.

7) Verify that all information you have provided is correct.

- If changes need to be made, click Edit next to that section of the account application.

Click Terms and Conditions to view the terms of use. Once you have reviewed the terms and conditions, check the box at the bottom of the page to agree to these terms.

8) Click Create my Account once all information has been reviewed and changes have been made. *Note: This triggers the verification email to be sent to the email address you have provided. If you do not receive an email shortly after creating your account, check your spam or junk folders. You must verify your registration before logging into the portal.*

The screenshot shows the 'Review' step of the account creation process. The page has three tabs: '1 Account', '2 Contact', and '3 Review' (active). The 'Review the information below' section displays the following details:

- Account [edit](#)  
alissa.fasman@gmail.com
- Contact [edit](#)  
First Last  
DISPLAY NAME: Last, First  
One Depot Plaza  
Tarrytown, NY 10591  
914-631-1785 WORK

At the bottom, there is a checkbox labeled 'I agree to the Terms And Conditions' and a blue button labeled 'CREATE MY ACCOUNT'. A red arrow points to the checkbox with the text 'Agree to Terms and Conditions'. Another red arrow points to the 'CREATE MY ACCOUNT' button with the text 'Click "Create My Account"'. A red bracket groups the account and contact details with the text 'Review contact details are correct and edit if necessary.'