



# User Account Registration Guide

Updated: January 5, 2016

Thank you for your interest in the City of Corvallis ePlans gateway. Registered ePlans account holders can view permits, land use cases, or Public Improvements by Private Contracts (PIPC) permits associated with their account. You can also pay fees via credit card, schedule inspections, create and track the status of your application, and print your final records all from the convenience of your home or office, 24-hours a day.

This guide will assist you in completing the online registration process so you can begin to take advantage of the additional features offered to ePlans users.

You will need to provide the following information to register for an account:

1. Create a username and password
2. A custom security question and answer
3. An email address for the account
4. Contact information containing the following:
  - a) Name of business (if applicable)
  - b) The account holder's name
  - c) The account holder's mailing address
  - d) The account holder's phone number(s)
  - e) The account holder's email address

### Step 1:

To begin the registration process go to the ePlans gateway at [www.corvallisoregon.gov/eplans](http://www.corvallisoregon.gov/eplans) and locate the log in box on the right side of the screen.

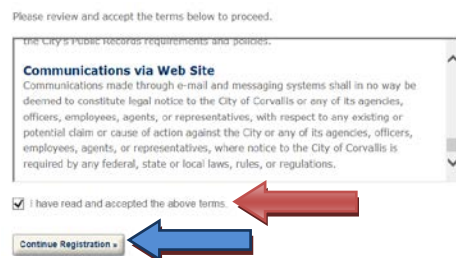
Select the "New Users: Register for an Account" link at the bottom of the log in box.



### Step 2:

Review and accept the General Disclaimer terms.

Click the "Continue Registration" button.



### Step 3:

Enter your:

1. Username
2. Email address
3. Password
4. Security question and answer



### Community Development: Development Services Division

501 SW Madison Avenue, P.O. Box 1083 Corvallis, OR 97339-1083  
Phone: (541) 766-6929 Email: [development.services@corvallisoregon.gov](mailto:development.services@corvallisoregon.gov)

**Step 4:**

You will now need to enter in the account holder’s contact information.

➡ Click the “Add New” button to add the contact information.

**Step 5:**

Enter your:

- a. Name of business (if applicable)
- b. The account holder’s name
- c. The account holder’s mailing address
- d. The account holder’s phone number(s)
- e. The account holder’s email address

Click the “Continue” button to add the contact.

**Step 6:**

Verify the account holder’s contact information was entered correctly.

Click the “Continue Registration” button to submit your registration.

**Step 7:**

The account has been successfully created and you should print a copy of the confirmation page for your records.

To begin using your account, click on “Login” at the upper right of the screen.

Account Information	
User Name:	1234
E-mail:	jonathan.ballma@corvallisoregon.gov
Password:	*****
Security Question:	1

Contact Information	
1234	Home Phone:
aa	Work Phone:
a@corvallisoregon.gov	Mobile Phone:

If you have any questions about creating your new account or experience an error, please contact us by email at [eplans@corvallisoregon.gov](mailto:eplans@corvallisoregon.gov) or at (541) 766-6929.



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