

## Validate your Account and Review Dashboard on Paducah Online Services

- 1. Access the Online Services Portal at <u>https://onlineportal.paducahky.gov</u>.
- 2. Click the "Login or Register" tile located in the first position on the first rows of tiles.

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Welcome	to Paducah Online	Services	
Online submission, monitoring, and proce There is a 2.95% or \$2.00 minimum, non-refundal	ssing of most permits, inspections, code enforcement, ble, service fee for credit card payments and a \$1.50, n	and land use applications in Paducah, KY on-refundable, service fee for eCheck payments.	
•	0	(3	
Login or Register Login to an existing account, or create a new account. Receive help if you forgot your login information.	Apply Apply for permits or plans related to construction and renovations, planning and zoning, and more.	Pay Involce Pay for individual involces for permits, plans, and code cases. Service Fees do apply.	
	•	•	
Search Existing Records Search for existing permits, plans, hyperclons, and code cases. Information is available from January 2021 to present.	Service Requests-311 Submit requests for services or information inquiries.	Help and How-To Guides Find contact information, helpful guides, and instructions for navigating this portal.	

3. Click the "Register Here" option at the bottom of the Log Inscreen.

Log In
* Username
itylaeti
* Password
Remember Me
Log In
Forgot your password? Reset it Forgot your username? Email it Don't have an account yet? Register Here

4. Click the checkbox next to "Please acknowledge that the information entered is correct and valid."

5. Enter the email address used to log in to Online Services Portal, and click '**Next.**" An email will be sent to that address for verification.



6. After receiving the email, click "Confirm."

From: < <u>no-reply(</u> Date: Wed, Sep 20, 2023 at 1:47 PM Subject: EnerGovTrain New User Account Confirmation To: the reproduction of the reproduction
You are receiving this automated e-mail based on a user registration request that we received for the EnerGovTrain 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.



- 7. Create a username and password. Must check "Not a Robot." NOTE: The username can be your email address. The password must be at least 10 characters. Eight of those characters must be letters with one capitalized. Plus, there must be one (1) number and one (1) special character (.\*!#) Example: Testpass02!
- 8. Click "Continue" at the bottom of the Is this you? box on the left side of the screen.

Registration	
Step 2 of 4: Login information	
* Username	Jilligen
* Password	
	Strong
* Confirm Password	
Email	jihe beginan gir inadonen
Is this you?	
John	
Enchemengentrud.com	
·	
Continue	

- 9. Verify that all information is correct for any required fields. *These fields are marked by a red asterisk* (\*).
- 10. Enter required Personal Information, and click "Next."

Registration	x +		- a x	<
$\leftrightarrow$ $\rightarrow$ C	aducahkytrain-energowweb.tylerhost.net/apps/selfservice#/register?confirmemailtoken=1Vky9Rx4x0pH%2F9UHf2LoqQ%2BK%2F8TJ5gCgacxA -	.6yjmLWc%3D 🖙 🛧 📴	l 🛊 🕕 🗄	
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Re	zistration		)	٦
	itep 3 of 4: Personal Info		1	
		*REQUIRED		J
	* First Name			
	Middle Name			
	* Last Name			
	Company			
	Contact Preference -Select Contact Preference-			
	* Email Address cjwarmath@comcast.net			
/	dditional Contact Information			
	Next			
				-

# 11. Enter your address, and click "Submit"

- Address Line 1 Enter Full Street Address
  - o City
  - o State
  - o Postal Code
  - o Address Type

Registration x +								
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Registration								
Step 4 of 4: Address								
			_	*REQUIRED				1
	Country Type	US	×					
	*Address Line 1							
	Pre Direction		~					
	Address Line 2							
	Street Type		•					
	Post Direction		*					
	Unit Or Suite							
	City							
	State		•					
	Postal Code							
	County							
	* Address Type	Location	¥					
		Back Submit						1
l					_	_	_	_

# You have successfully validated your account and will be redirected to your **Dashboard**.

	HIL ONL	Make	ERVICES e Service Reques Planning and Pe	<b>PORIAL</b> ts ermit Documents		18-12W
the state of the	Dashboard Home	Service Requests-311	Apply for a NEW Permit or Plan	Help and How-To Guides My Wor	k Map Pay Invoices Sear	ch Q
	Attention	Pending O	Active O	Recent 1 Commercial Buildin_ 1	Draft O	
	• View My Permits					
	My Plans Attention	Pending	Active	Recent	Draft O	

## 1. Click "Dashboard"



## 2. My Permits and My Plans sections perform in the same fashion.

- a. Attention Permits/Plans that require your attention
  - i. Failed Inspection
  - ii. Reviews that require Resubmittal
  - iii. Expired Permits/Plans
- b. Pending Permits/Plans that have just been applied for, and are still under review
- c. Active Permits/Plans that have been issued
  - i. You can request inspections on these permits
  - ii. Inspections that may have failed could be found here, also
  - iii. Find your documents that can be printed
- d. Recent All recent Permits/Plans that you have applied for

#### **My Permits**

Attention		Pending 38		Active 22		Draft O	Recent 37	
Building-Residenti	4	Concert	9	Fire Alarm System	5		Concert	9
Commercial Certi	3	Building-Residenti	5	Residential Police	3		Fire Alarm System	8
Other	16	Other	24	Other	14		Other	20

View My Permits

#### My Plans

Attentior 13	•	Pending		Active O	Draft O	Recent 29	
Plat	9	Plat	25			Plat	21
Special Exception	4	Special Exception	6			Special Exception	6
		Other	2			Other	2

• View My Plans

- 3. My Inspections is listed as follows:
  - a. Requested Shows all requested Inspections.
  - b. Scheduled Once the Inspector has scheduled an Inspection, it will move from the requested section to this section.
  - c. Closed Once the Inspection is completed, it will move to this section.
- 4. My Invoices is listed as follows:
  - a. **Current** Invoice amounts that are currently due.
  - b. **Past Due** Invoice amounts that are past due.
  - c. Total Invoice amounts for both current and past due.

### My Inspections

y	Inspection	s					My Invoices		
	Requested		Scheduled		Closed		Current O	\$0.00	Add To Car
	5		18		21		Past Due	\$0.00	Add To Car
	Fire Acceptance	2	Fire Acceptance	7	Rental Certifica	6	Total		
	Energy Rough	1	Fire CO Inspecti	2	Final Building	3	o	\$0.00	Add To Car
	Other	2	Other	9	Other	12	0	100 <b>0 -</b> 12000 (1993) (1992)	
• Vi	ew My Inspection	s					• View My Invoices		

# **End of How-To Document**