



CITYVIEW PORTAL
REGISTRATION
GUIDE

SEPTEMBER 2019

DEVELOPMENT & LAND SERVICES OFFICE
320 S. WALNUT STREET, APPLETON, WI
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CITYVIEW PORTAL REGISTRATION

1. Visit www.outagamie.org
2. Hover over the “GOVERNMENT” tab on the homepage, then click [Development and Land Services](#)
3. Click “CityView Web Portal” on the far LEFT side navigation bar
 - a. You may also bookmark the page: <https://cityview.outagamie.org/>

The image shows two screenshots of the Outagamie County website. The left screenshot displays the homepage with the 'GOVERNMENT' tab highlighted in a red box. Below it, a dropdown menu lists various departments, with 'Development and Land Services' also circled in red. The right screenshot shows the 'Development and Land Services' page, where the 'CityView Web Portal' link in the left sidebar is circled in red. The main content area of the right screenshot provides information about the department's mission, office hours, and location.

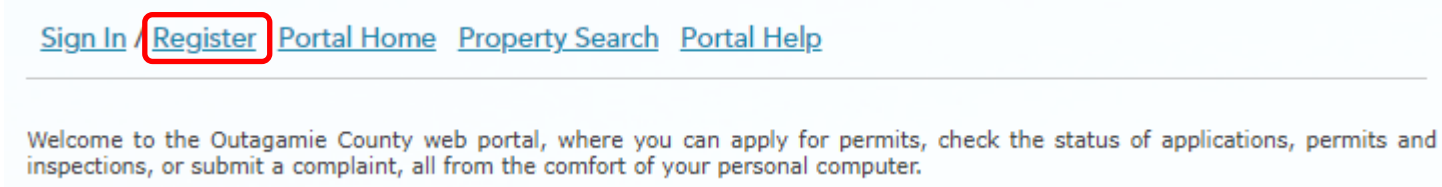
Left Screenshot: Outagamie County Website

- Logo: Outagamie County Est. 1851
- Navigation: RESIDENTS, BUSINESS, **GOVERNMENT**, VISITORS, HO
- Departments A-E:
 - Airport
 - Brewster Village
 - Circuit Courts
 - Clerk of Circuit Courts
 - County Board/Legislative Services
 - Corporation Counsel
 - Coroner
 - County Clerk
 - County Executive
 - Court Commissioner
 - Criminal Justice Treatment Services
 - Development and Land Services**
 - Emergency Management
- Departments F-M:
 - Family Court Commissioner
 - Family Court Services
 - Financial Services
 - Health & Human Services
 - Highway
 - Human Resources
 - IT Department
 - Land Conservation
 - Legislative Services
 - Maintenance
- Bottom Icons: GIS & MAPS, PROPERTY TAXES, JOBS, BIDS & PROPOSALS, HEALTH SERVICES

Right Screenshot: Development and Land Services Page

- Navigation: RESIDENTS, BUSINESS, **GOVERNMENT**
- Left Sidebar:
 - Development and Land Services
 - CityView Web Portal**
 - GIS & Land Information
 - County Surveyor
 - Real Property Listing
 - Planning
 - Zoning Administration
 - Staff Directory
- Main Content:
 - Government » Departments A-E »
 - ## Development And
 - The mission of Department of Development comprehensive technical planning and man and its political subdivisions relative to prop accomplished by assisting local communitie use, neighborhood and site specific plans t making process. Development and Land Se modernization of land information and inc maintenance and distribution of shared lan Outagamie County.
 - Office hours are 8:00 a.m. to 4:30 p.m. Mo
 - County Government Building, Level 3
320 S. Walnut Street
Appleton, WI 54911
 - 920-832-5255 or visit our Staff Directory
 - [Click Here for Office Location](#)

4. Click on “Sign In/[Register](#)”



5. Enter in your e-mail address and password for your new account, then click “Next Step”

Step 1:
Create Account

Step 2:
Contact Information

Step 3:
Registration Complete

Welcome to Outagamie County Portal Registration

▾ Please enter your email address and choose a password _____

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

→ Email Address (this is your Login ID)*

It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

→ Password (min. 8 characters)*

Confirm Password*

Cancel **Next Step: Contact Information**

- 6. Click 'NO' on "Would you like to associate your account with an existing Contractor License?"
(NOTE: This is only used for Waste Haulers to provide pumping information)
- 7. Click 'NO' on "Would you like to associate your account with an existing Business License?"
(NOTE: This is only used for Waste Haulers to provide pumping information)

The screenshot shows a registration process with three steps: Step 1: Create Account (green), Step 2: Contact Information (orange), and Step 3: Registration Complete (grey). The current step is Step 2, titled "Contact Information".

Two questions are displayed:

- Question 1: "Would you like to associate your account with an existing Contractor license?" with a "No" button highlighted in red.
- Question 2: "Would you like to associate your account with an existing Business license?" with "Yes" and "No" buttons, where the "No" button is highlighted in red.

8. Enter in your contact information in all the required field marked with a red asterisk (*)

Step 1: Create Account **Step 2:** Contact Information **Step 3:** Enter Contact Information **Step 4:** Registration Complete

New Contact Information

Required information is indicated with an asterisk (*).

Full Name: *

Preferred Contact Method: *

— **Address** —

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

— **Mailing Address** —

Same as Location Address:

Street Address: *

Additional Address Information:


City State, Zip* WI

— **Contact Numbers** —

Contact Number(s)	Type*	Contact Number*	Ext.
	Primary	<input type="text"/>	<input type="text"/>

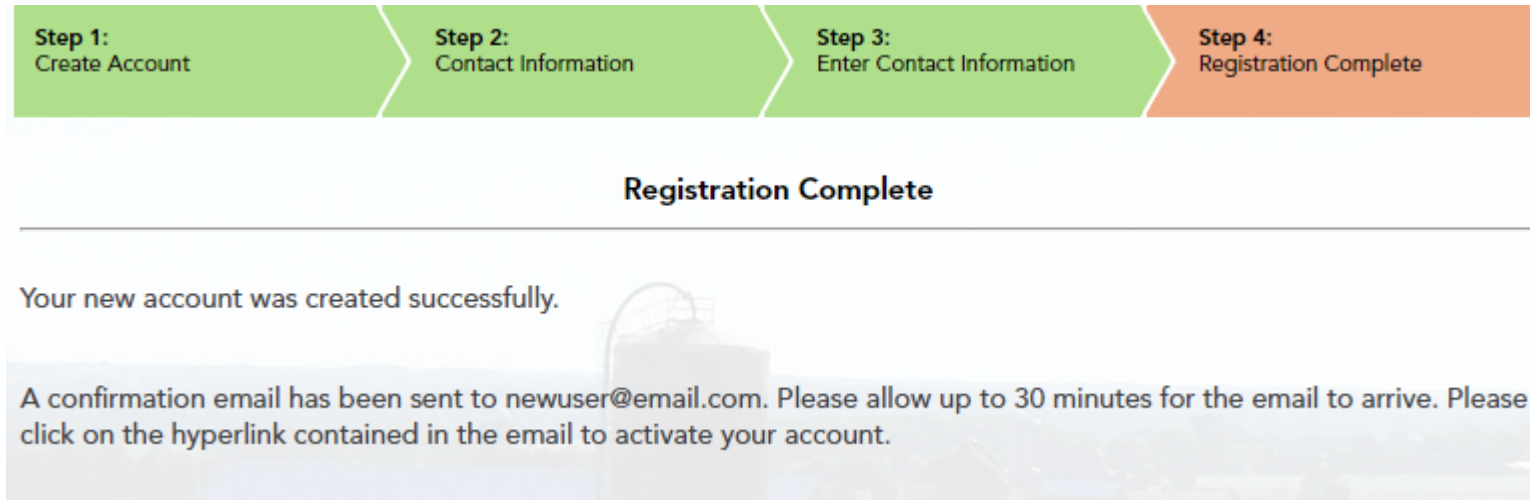
(*Please note: at least one contact number is required)

Type the characters you see in the image below to continue.



Previous Step: Contact Information Next Step: Complete Registration

- An e-mail will be sent for you to verify your account before being able to log in and process any new applications. Once you activate your account, your account will be set up and on your next log in, click “Sign In” and use the information entered when setting up your account.



The image shows a registration process flow diagram with four steps: Step 1: Create Account, Step 2: Contact Information, Step 3: Enter Contact Information, and Step 4: Registration Complete. Below the flow diagram is a confirmation message: "Registration Complete" followed by "Your new account was created successfully." and "A confirmation email has been sent to newuser@email.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account." The background of the confirmation message is a faded image of a building.

Step 1:
Create Account

Step 2:
Contact Information

Step 3:
Enter Contact Information

Step 4:
Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to newuser@email.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.