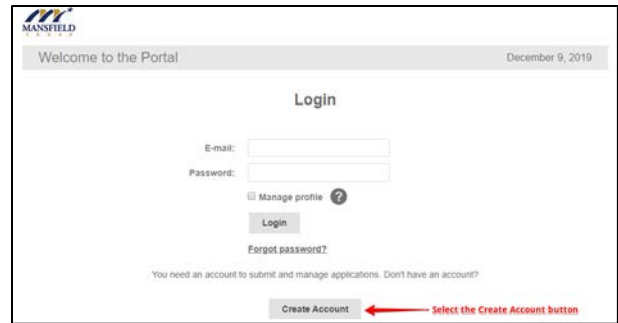


How To: Create An Account

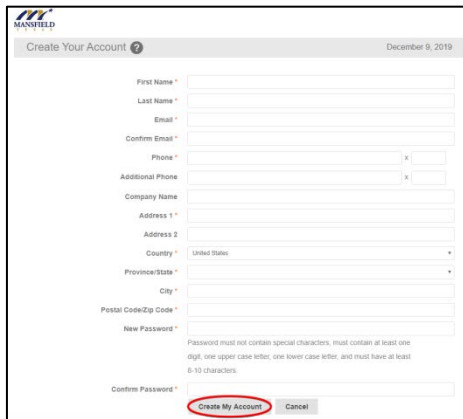
Step 1. Navigate to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL: <https://eplansmansfieldtx.avolvecloud.com/Portal/>

Step 2. Select the “Create Account” button



Step 3. All browsers; turn off pop-up blockers

Step 4. Complete the required fields with your personal information and click “Create My Account”



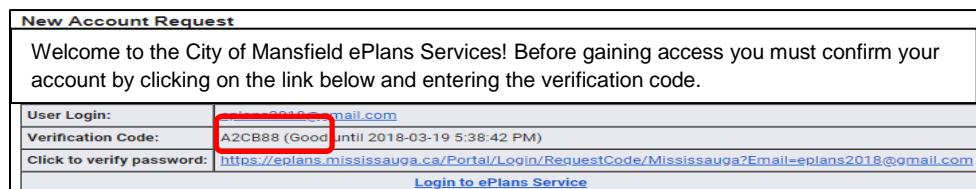
The screenshot shows the 'Create Your Account' form. At the bottom of the form, the 'Create My Account' button is circled in red.

Important note about Email address

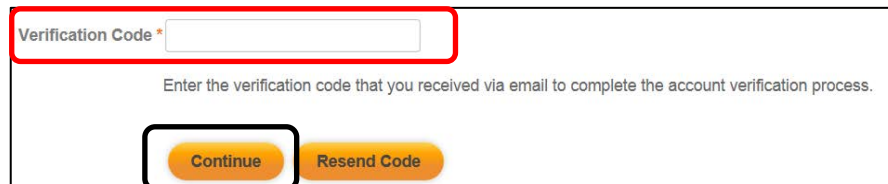
Please use an active e-mail address that you monitor on a regular basis. This is the how we will communicate with you and it **cannot be changed once the account is created.**

Step 5. After you select the Create My Account button, you will be presented with a verification page. **Leave this page open.**

Step 6. Check your e-mail inbox for an e-mail from **DoNotReplyMFTX@avolvecloud.net** with verification code.



Step 7. Enter the verification code and select continue.



The screenshot shows the verification page with a 'Verification Code' input field. Below the input field is a 'Continue' button, which is highlighted with a red box.

Step 8. Once your account is verified you can log into the Online permit portal.

Step 9. On the home page, click the view **All Projects** button this will open the electronic plan review portal ProjectDox in a new tab/window and create your ProjectDox account.