

**UPDATE for CSS Online Portal account users:**

The City of Wilsonville recently upgraded security enhancements to the online portal used for permitting, licenses and payroll transit tax filings. The two-way authentication process will require all users to perform a one-time update to your login credentials. Please see instructions below.

**STEP 1:**

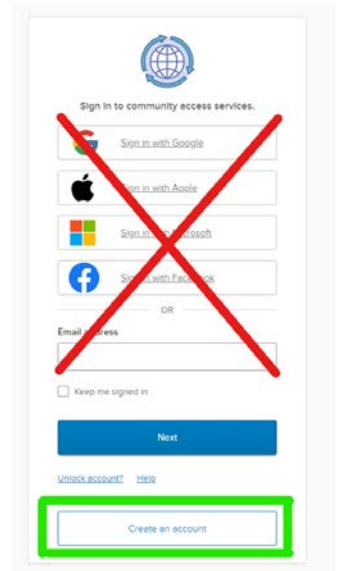
- Select **“Login or Register”** at the top right of the portal page.
- You will see options to sign in with various email providers. Please **DISREGARD** this portion and go directly to **“Create an account”** as if you were creating a new account.

**STEP 2:**

- Fill out the necessary information fields. Be sure to use the SAME email address that you currently use to login to the online portal. You will receive a verification code in your email inbox.

**STEP 3:**

- Enter the verification code from your email and click **“verify”**. This will complete your registration.



**New users can also sign up at [www.ci.wilsonville.or.us/online-portal](http://www.ci.wilsonville.or.us/online-portal)**

**Additional questions may be directed to the following departments:**

<p><b>Building</b> 503-682-4960 #1 <a href="mailto:permits@ci.wilsonville.or.us">permits@ci.wilsonville.or.us</a></p>	<p><b>Business License</b> 503-570-1518 <a href="mailto:licenses@ci.wilsonville.or.us">licenses@ci.wilsonville.or.us</a></p>
<p><b>Engineering</b> 503-682-4960 #3 <a href="mailto:pwpermits@ci.wilsonville.or.us">pwpermits@ci.wilsonville.or.us</a></p>	<p><b>Planning</b> 503-682-4960 #2 <a href="mailto:planningpermits@ci.wilsonville.or.us">planningpermits@ci.wilsonville.or.us</a></p>