


**Instructions for Submitting Contractor Registrations**

Go to: [https://co-dekalb-in.smartgovcommunity.com/Public/Home?\\_conv=1](https://co-dekalb-in.smartgovcommunity.com/Public/Home?_conv=1)


Click on Sign Up (or Log In if you already have a portal ID):



[Sign Up or Log In](#)  
 [Select Language](#) ▼


DeKalb County, IN

support: (260) 925-1923  
BuildingDept@co.dekalb.in.us



**My Portal**  
Submit and Process Your Applications

GO »



**Parcel Search**  
Find and review parcel information

GO »

Enter required information (in yellow). No access code is required:

1 Account

2 Contact

3 Review

### Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: \*  Valid Email Address

Password: \*  Minimum 8 characters

Confirm Password: \*  Re-enter password

### Access Code

Access Code is only required to view applications you did not initiate in this Portal

Code:

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →

Fill out Contact information. All is required:

1 Account      2 Contact      3 Review

### Your Contact Information

First Name: \*

Last Name: \*

Display Name: \*

---

Address: \*

City: \*

State: \*

IN

▼

Zip Code: \*

e.g. 12345 or 12345-6789

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Phone #: \*

( ) -

e.g. (555) 555-5555

Phone Type: \*

WORK

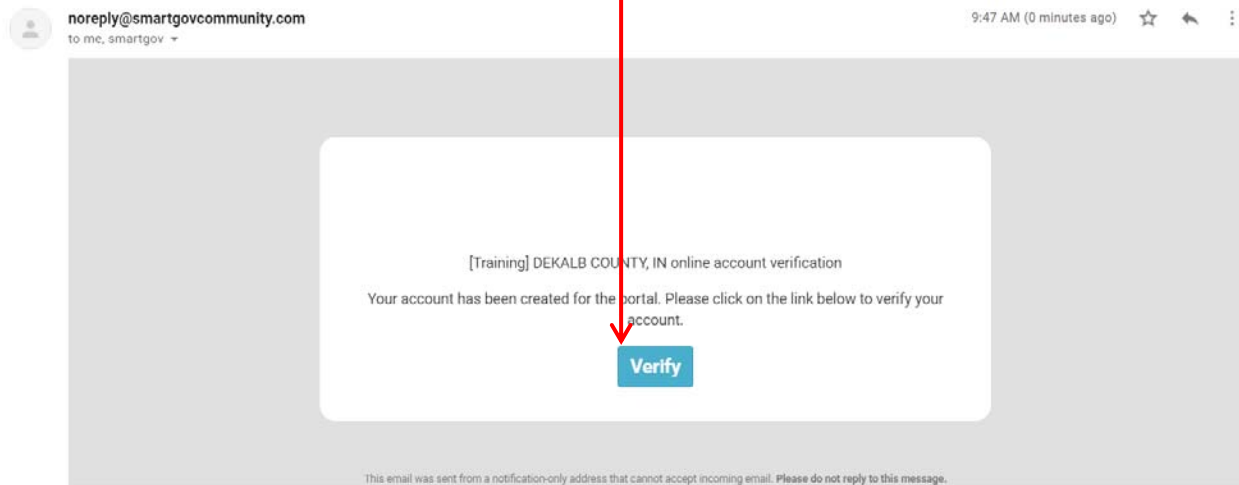
▼

← PREVIOUS

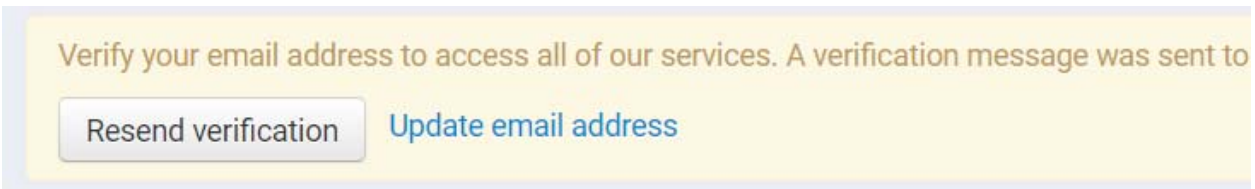
NEXT →

Click NEXT to review all information. If you need to edit, click edit. When all is correct, check the box: I agree to the Terms and Conditions.

You will need to verify your email address. CHECK YOUR EMAIL! It takes about 1 minute to receive. The email will look like this: You will need to click Verify.



If you did not receive, click Resend Verification or if your email is wrong, update the email address.



Once you have verified your email you will be redirected to a new screen. This is the homepage to our permitting portal. From here you can submit contractor registration applications and pay your fee online (once received and accepted by the Building Department)

# Applications


Contact Us

Q

Enter a permit or license number, address, or name


SEARCH

Enter at least 2 characters




**Apply Online**  
Apply online with our quick and easy process

APPLY »




**Pay Online**  
Pay your applications quickly and securely

PAY »



**My Inspections**  
Review your upcoming inspections

VIEW »



**My Applications**  
Review your applications and inspection results

VIEW »

Once we receive notification that an application has been received, we will review it and all the submittals, we will either email you that additional information is needed or you will receive notification that the fee can be paid. Below is what you will see when you log into the portal after we have accepted your application & submittals:

# Applications


Contact Us

Q

Enter a permit or license number, address, or name

SEARCH

Enter at least 2 characters




**Apply Online**  
Apply online with our quick and easy process

APPLY »

\$20<sup>00</sup>  
Total due now

**Pay Online**  
Pay your applications quickly and securely

PAY »



**My Inspections**  
Review your upcoming inspections

VIEW »

View Applications

1 active

0 expired / inactive

0 closed

**My Applications**  
Review your applications and inspection results

VIEW »

5 | Page

You will want to right click on the green PAY button. Click on “Open link in new window”. Otherwise you will be taken away from the portal site.

Next, Click the “+Add” Button:

The screenshot shows a 'Pay Online' form with the following details:

- REG00440**  
Contractor Registration  
Example GC
- Fees: \$20.00**
- 301 S. UNION ST**  
Effective 8/12/2021
- + Add** button (highlighted with a red arrow)
- Add All to Cart** button
- Cart** section (highlighted in green) showing: *Your cart is empty.* and a **Proceed to checkout** button.

Then Click “Proceed to checkout”

The screenshot shows the 'Pay Online' form after the item has been added to the cart:

- REG00440**  
Contractor Registration  
Example GC
- Fees: \$20.00**   **Payment: \$20.00**
- 301 S. UNION ST**  
Effective 8/12/2021
- Remove** button (highlighted with a red arrow)
- Cart** section (highlighted in green) showing:
  - REG00440   \$20.00
  - Total: \$20.00**
  - Proceed to checkout** button (highlighted with a red arrow)

Then Click “Proceed to checkout” again:


Review your invoice

Item Number	Total Amount Due	Payment
REG00440	\$20.00	\$20.00
Total:	\$20.00	\$20.00

[edit invoice](#)

Proceed to Checkout »

You will be redirected to our payment software so you can pay by credit or debit card. PLEASE NOTE: There is a fee of \$1.95 to use this service for payment. If you wish to pay my cash or check, you can mail or drop off payment to the office.



1

PAYMENT  
DETAILS

2

REVIEW  
INFORMATION

3

PAYMENT  
RECEIPT

A convenience fee of 2.60% of the payment amount (\$1.95 minimum) is charged by Value Payment Systems for using this service. We accept Visa, MasterCard, and Discover credit/debit cards.

### Account Information

Payment Type: DeKalb County- Smartgov

Receipt Number: SG21-00467




[<< Return to Home Page](#)

### Payment Details

Payment Amount : \$20.00

Select Payment Method\*

--



Card Number \*

XXXXXXXXXXXXXXXX

Expiration Month \*

--

Expiration Year \*

--

CVV \*

XXX

[What is CVV?](#)

### Billing Information

☐ Check this if card address is international.

Cardholder First Name\*

First Name

Last Name\*

Last Name

Billing Address Line 1\*

Address Line 1

Billing Address Line 2

Address Line 2

City\*

City

State\*

--Select--

ZIP code\*

XXXXX

Contact Phone Number\*

Phone Number

Continue



After all this information is filled out, click continue. Then follow the steps on the next page of the website to process the payment. Make sure you print a copy of the receipt for your records.

Then, click Continue:

**PAYMENT SYSTEMS**

1 PAYMENT DETAILS      2 REVIEW INFORMATION      3 PAYMENT RECEIPT

*Your transaction has been successfully completed!*

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**Account Information**  
Payment Type: DeKalb County- Smartgov  
Receipt Number: **1932625**

**Payment Details**  
Amount: \$20.00  
Convenience Fee: \$1.95  
**Total Amount: \$21.95**

**Bill Payer Details**  
Card Number:   
Expiration Date:   
**Continue**

Your confirmation number is:

**1932625**

Friday, August 13, 2021 7:47:45 AM [CST]

Please print this page for your records.

**Print Receipt**

You will be redirected back to your portal account. From here, we will receive an email that the fee has been paid and the registration has been issued. When you are logged into the Portal, the License Status will show as Valid. You will not receive a contractor registration card or letter/email from us. This will be your registration number forever.

For any questions, please email or call us. [BuildingDept@co.dekalb.in.us](mailto:BuildingDept@co.dekalb.in.us) or 260-925-1923