

# How to Register for a Town of Norwood Citizen Self Service account

Visit the Town of Norwood Citizen Self Service page



[Login or Register](#)

Home Apply Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

Please login or register BEFORE you Apply!

## Welcome to Norwood Self Service

Use this site to apply for Permits, Plans & Licenses

- Login or Register**  
Please do this BEFORE Applying. The Login page has HELP and a SIGN-UP link on the BOTTOM of the Login page!
- Town of Norwood**  
Click here to visit the Town of Norwood Website
- Apply**  
This tool can be used to apply for a permit, plan or license. Login or Register 1st please!
- Calendar**  
Click here to find out about certain events like holidays and public hearings.
- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Pay Invoice**  
Use this tool to pay for individual invoices.

Click on Login or Register in one of the two areas notes above.

\*\*\*\*\*

You will see this page:

Sign in to community access services for the Town of Norwood.

- Sign in with Google
- Sign in with Apple
- Sign in with Microsoft
- Sign in with Facebook

OR

Email address

Password

Remember me

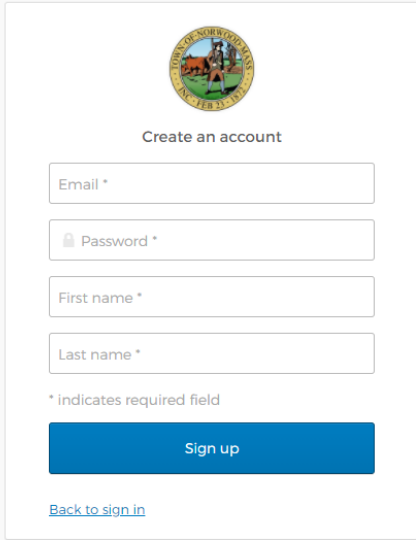
Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign Up](#)

**A** - If you want to create your account using an email address, click on the Sign up link at the very bottom of the page. This is the method we recommend.

You will be taken to this page



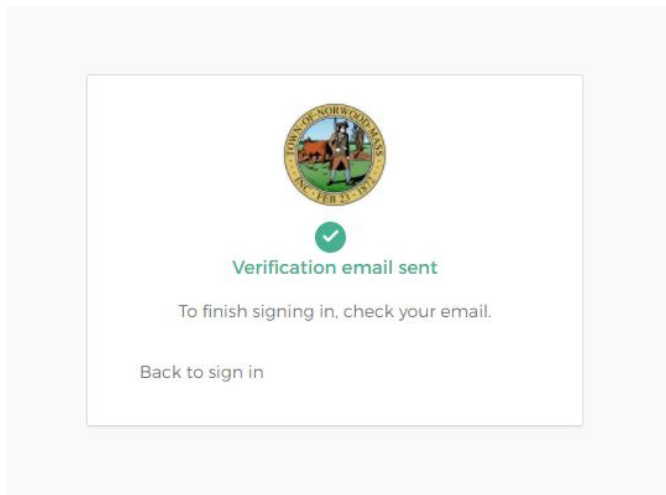
**Note: Password must be:**  
At least 8 character(s)  
At least 1 number(s)  
At least 1 lowercase letter(s)  
At least 1 uppercase letter(s)  
Does not contain part of username

**\* WRITE DOWN YOUR PASSWORD\***

Fill in the requested information and click Sign-up

You will get this message.

At that point, go to the email you supplied in the step above.

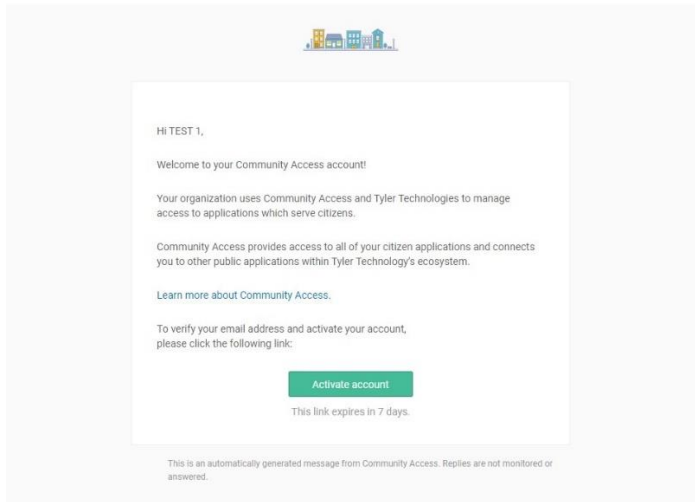


Check your email for an email from Community Access Identity.

*Check your spam folder if you do not receive email within a few minutes.*

From	Subject
<input type="checkbox"/> Community Access Identity	Welcome to your Community Access account

When you open the email, you will see the message below:

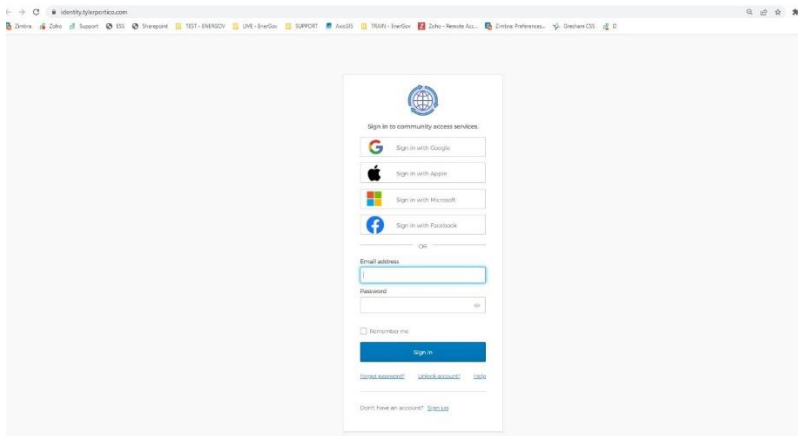


Click on the Green Activate account button.

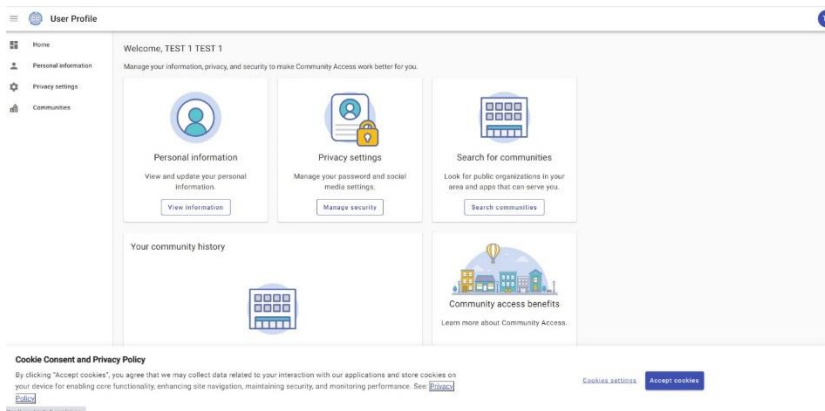
That will launch one of the two sites below.

Nothing needs to be done on these pages.

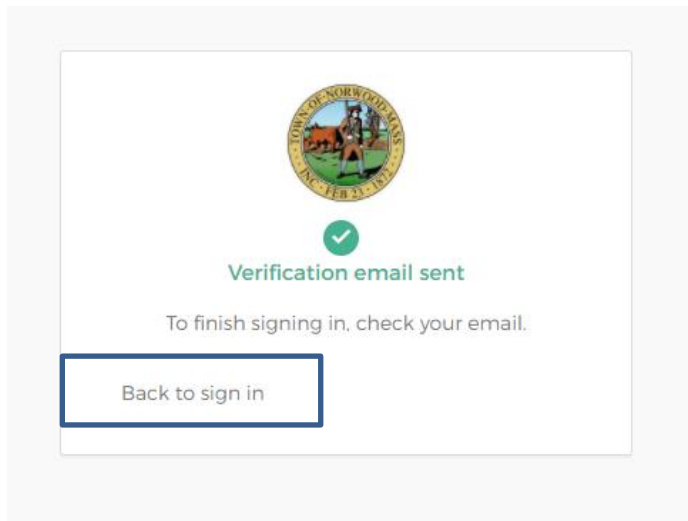
Your account is now activated. **You can and should exit out of this page.**



AND/OR

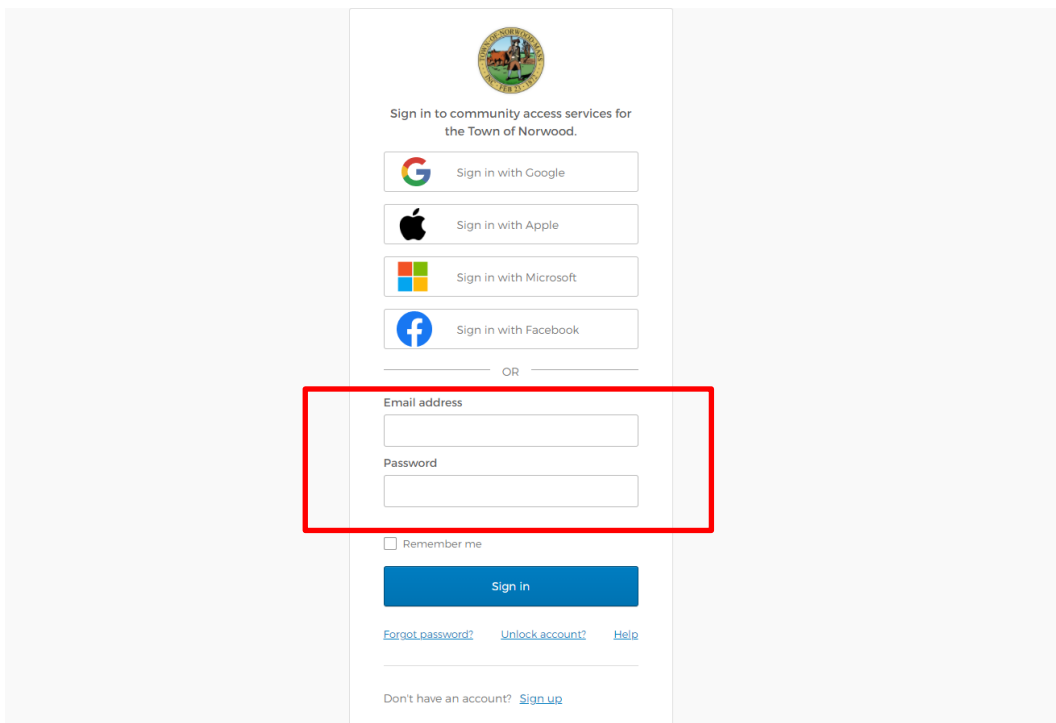


Return to the window for the sign in page where this message was displayed



Click Back to sign in.

You will be back at this page.



Enter the Email address & Password for the account you just created

Click Sign in, you will be taken to the Registration pages.

**SKIP TO REGISTRATION PAGES Step on Directions below**



**B** – If you have an existing account on one of these platforms, you can use those login credentials to create you Norwood Citizen Self Service account.

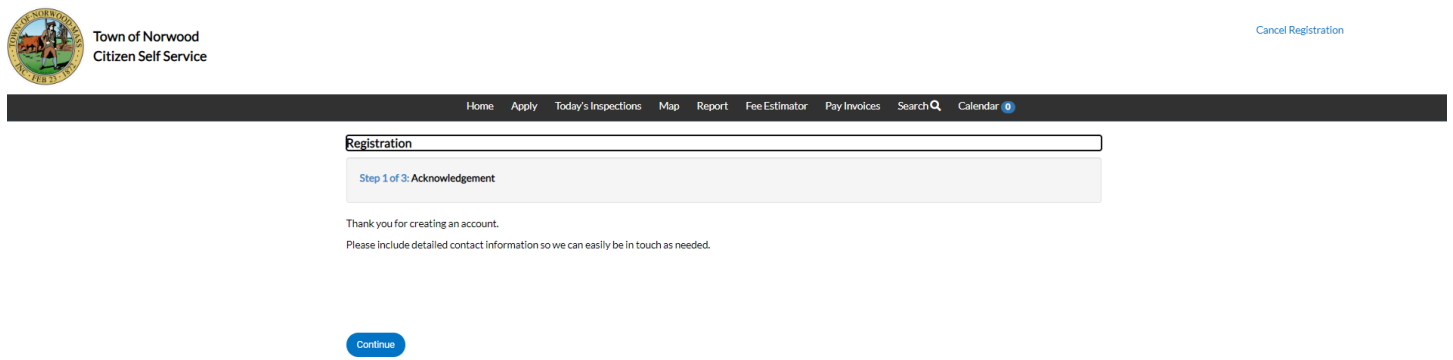
\*\*\* The associated email with you use to create you Norwood account is the email that will be used by Norwood as is the primary way the Town will communicate.

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## REGISTRATION PAGES

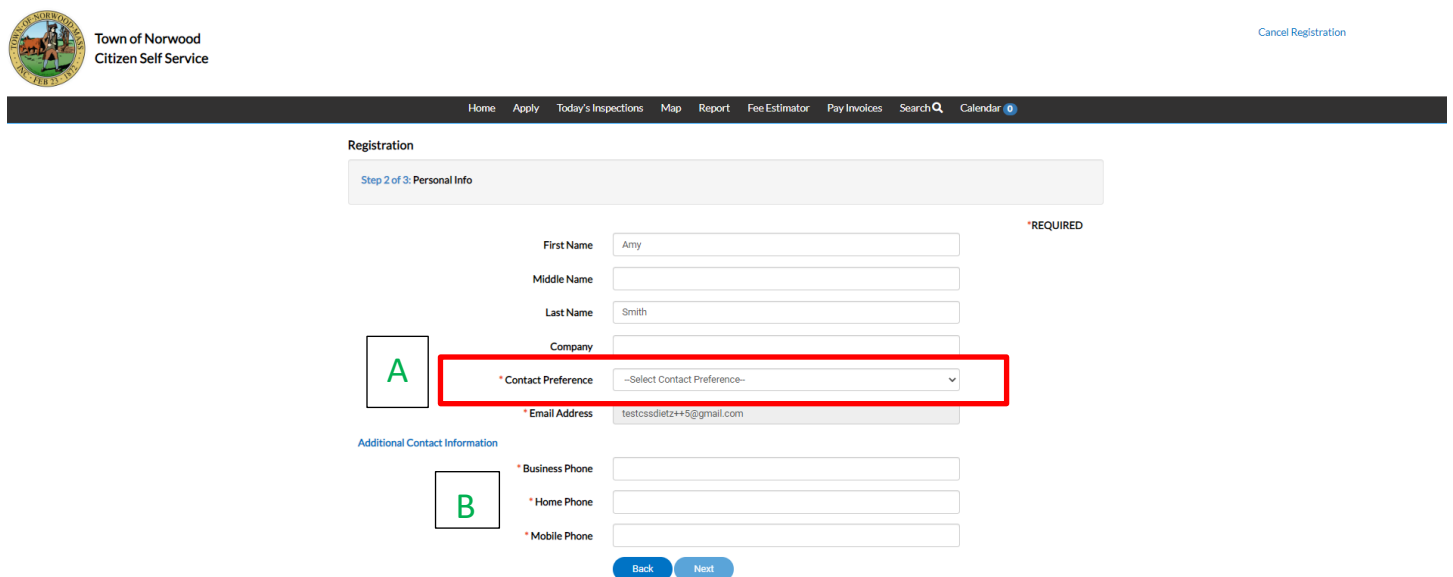
The series of Registration Pages are where you will enter your contact information. Please provide as much detail as possible.

Page 1 of 3



Click Continue

Page 2 of 3



A – select contact preference

B – Provide a phone number

Home Apply Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

### Registration

Step 3 of 3: Address

\* Address  \*REQUIRED

City

State

Postal Code

[Back](#) [Submit](#)

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### You are now ready apply for a permit or license.

This is the Dashboard, where you can keep track of any applications/permit/licenses, etc. with the Town of Norwood.

- All notifications regarding you application will be sent by email, to the email you registered with.
- To apply for a permit/license/plan – click on apply from this screen and you will have access to all online applications.

Dashboard Home **Apply** My Work Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

### My Permits

Attention <b>0</b>	Pending <b>0</b>	Active <b>0</b>	Draft <b>0</b>	Recent <b>0</b>
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[View My Permits](#)

### My Plans

Attention <b>0</b>	Pending <b>0</b>	Active <b>0</b>	Draft <b>0</b>	Recent <b>0</b>
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