



## How to Add License/Contact Info in Citizen Access

Welcome to Citizen Access and ePlan Review! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

### 1 Citizen Access



<https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

### 2 Account Management

- Click Account Management (Under Account management you can update your contact information, add licenses, and change the account type)

### 3 Add a license

- Click on Add a license
- Select License Type
- Enter State License Number
- Click Find License
- Under Action click Connect

Logged in as: Test testing Collections (0) Cart (0) Reports **2** Account Management Logout

Home Address/Parcel Verification Building Services City Clerk Easement Planning Surety Water

Advanced Search

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

These online services are efficient and reduce processing time. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

To use all the services we provide, you must create a free user account. With an account, you will be able to submit for a permit or application, pay fees, view and track information, and schedule inspections on line.

**To use this convenience:**  
 - you can pay with an eCheck for an extra \$2.50,  
 - or you can pay with a credit card for an extra 3% + \$1.00.

For questions involving Building Services permits, please call 208-887-2211.  
 For questions involving Planning applications, please call 208-884-5533.

**1** Login  
 User Name or E-mail:  
  
 Password:

Remember me on this computer  
 I've forgotten my password  
 New Users: Register for an Account

### License Information

**3** Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

### License Information

**3** Action  
Connect

\*License Type: \*State License Number:

General

**3** Find License

If you need additional assistance, please call 208-887-2211

Community Development: 33 E. Broadway Ave., Suite 102, Meridian ID 83642