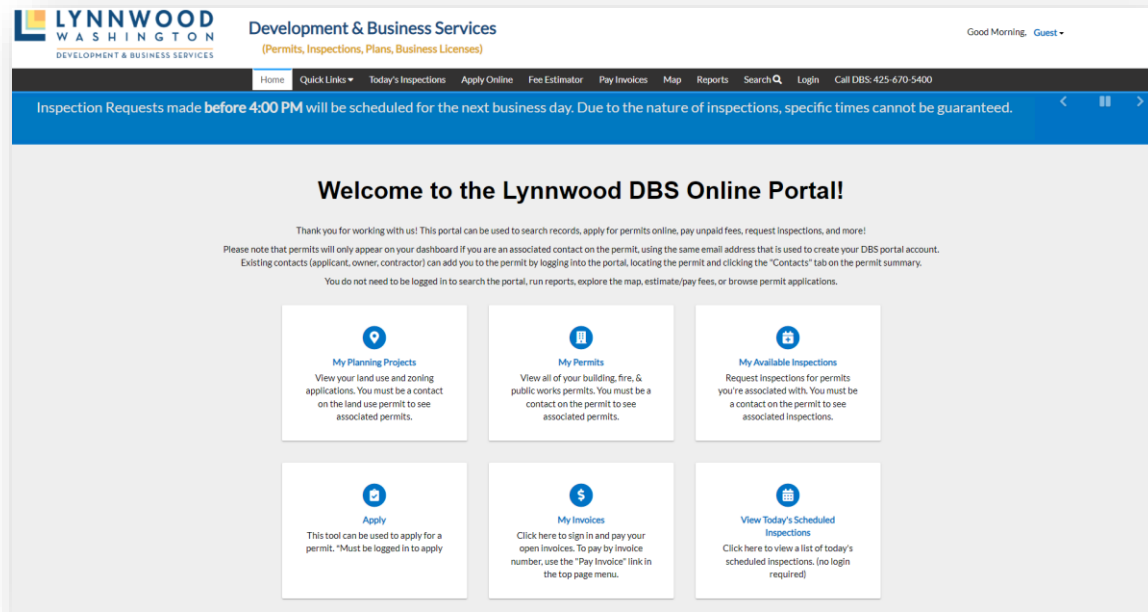


DBS Online Portal Users Guide

Register for an Account

DBS Online Portal: Registration Benefits



Why should I register for an online account?

1. When you apply for permits and the email which you use to register is added to the permit, you will gain quick access to all permits associated to your contact.
2. You will be able to apply for permits & request inspections
3. You will have the ability to pay multiple invoices at the same time
4. You will be able to submit & resubmit your plans online!

DBS Online Portal: Registration

- Go to: <https://dbs.lynnwoodwa.gov>
- Click on the “Good morning Guest” and select “Register”
(If you are already a registered user, you can use “Login” to sign into your account)

The screenshot shows the Lynnwood Development & Business Services website. The header includes the logo and navigation menu. A dropdown menu for 'Good Morning, Guest' is open, with 'Log In' circled in red. A blue banner below the header contains a notice about inspection requests. The main content area features a welcome message and three service tiles: 'My Planning Projects', 'My Permits', and 'My Available Inspections'.

LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

Development & Business Services
(Permits, Inspections, Plans, Business Licenses)

Good Morning, **Guest** ▾
Log In
Register

Home Quick Links ▾ Today's Inspections Apply Online Fee Estimator Pay Invoices Map Reports Search 🔍 Login Call DBS: 425-670-5400

Inspection Requests made **before 4:00 PM** will be scheduled for the next business day. Due to the nature of inspections, specific times cannot be guaranteed.

Welcome to the Lynnwood DBS Online Portal!

Thank you for working with us! This portal can be used to search records, apply for permits online, pay unpaid fees, request inspections, and more!

Please note that permits will only appear on your dashboard if you are an associated contact on the permit, using the same email address that is used to create your DBS portal account. Existing contacts (applicant, owner, contractor) can add you to the permit by logging into the portal, locating the permit and clicking the "Contacts" tab on the permit summary.

You do not need to be logged in to search the portal, run reports, explore the map, estimate/pay fees, or browse permit applications.

My Planning Projects

View your land use and zoning applications. You must be a contact on the land use permit to see associated permits.

My Permits

View all of your building, fire, & public works permits. You must be a contact on the permit to see associated permits.

My Available Inspections

Request inspections for permits you're associated with. You must be a contact on the permit to see associated inspections.

DBS Online Portal: Registration

- Select Option: Register Here
- Enter your Email Address & click “Next”

Log In

* Username

Username is required.

* Password

Password is required

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

Registration

Step 1 of 4: Email Address

Email [Next](#)

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

DBS Online Portal: Registration

From: <no-reply@lynnwoodwa.gov>

Date: Thu, Sep 9, 2021 at 11:40 AM

Subject: Citizen Self Service New User Account Confirmation

To: johndoe@lynnwoodwa.gov

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

- Check your email from no-reply@lynnwoodwa.gov
(Subject will read “Citizen Self Service New User Account Confirmation”)
- Click the “Confirm” link at the bottom of the message


 [Why didn't I get an email?](#)

DBS Online Portal: Registration

- Checkmark “I’m not a robot” & complete the reCAPTCHA verification
- Add a username
- Create a password:
 - Must be at least 8 characters long
 - Must contain at least 1 lower case letter
 - Must contain at least 1 upper case letter
 - Must contain at least 1 number
- Click “Next” to continue

Registration

Step 2 of 4: Login information

I'm not a robot  reCAPTCHA
Privacy - Terms

*REQUIRED

* Username Jdoe65

* Password

Strong

* Confirm Password

Email johndoe@lynnwoodwa.gov

Next



[Where's the reCAPTCHA & how do I complete it?](#)

DBS Online Portal: Registration

- Fill out required info (anything with a *)
- Add additional company & contact information
- Set “Contact Preference” to Email

Registration

Step 3 of 4: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

[Back](#) [Next](#)

DBS Online Portal: Registration

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

* Address Type

- Enter your address (* = Required)
- Example: if your address is 19100 44th Ave W
Street Number = 19100
Street Name= 44th Ave W