

## Registering in EPIC-GT

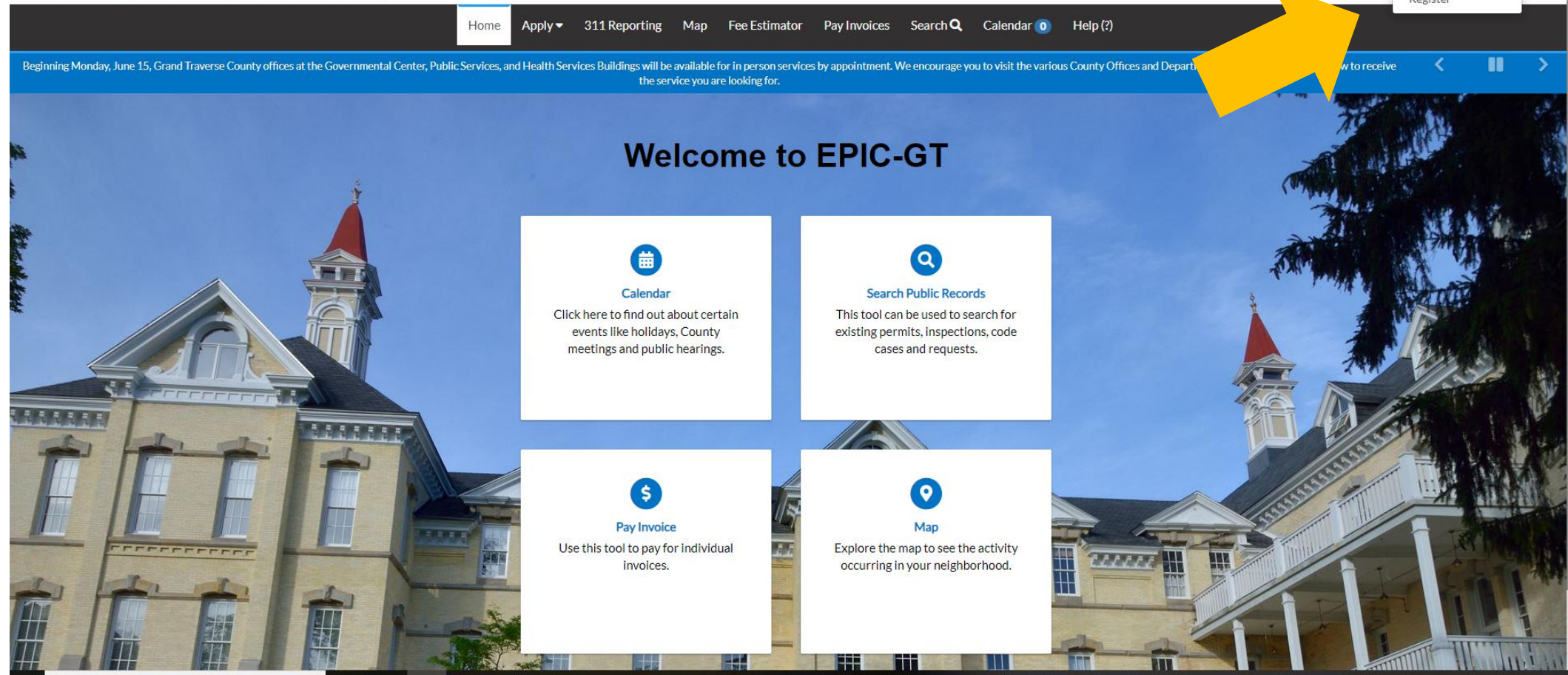
How to register in the portal to apply on line:

From the EPIC-GT home page, click on “Register” found under the “Guest” tab.

The portal can also be found at this link: [codespermits.grandtraverse.org/EnerGov\\_Prod/SelfService#/home](https://codespermits.grandtraverse.org/EnerGov_Prod/SelfService#/home)

### ► Welcome to EPIC-GT

Grand Traverse County ♦ Electronic Permitting & Inspections Center



The screenshot shows the EPIC-GT home page. At the top right, a user is logged in as 'Guest'. A yellow arrow points to the 'Register' button in the dropdown menu. The main navigation bar includes links for Home, Apply, 311 Reporting, Map, Fee Estimator, Pay Invoices, Search, Calendar, and Help. A blue banner below the navigation bar provides information about office hours starting Monday, June 15. The main content area features a large 'Welcome to EPIC-GT' heading and four service tiles: Calendar, Search Public Records, Pay Invoice, and Map.

Good Morning, **Guest** ▼

Log In  
Register

Home Apply ▼ 311 Reporting Map Fee Estimator Pay Invoices Search Calendar Help (?)

Beginning Monday, June 15, Grand Traverse County offices at the Governmental Center, Public Services, and Health Services Buildings will be available for in person services by appointment. We encourage you to visit the various County Offices and Departments to receive the service you are looking for.

## Welcome to EPIC-GT

### Calendar

Click here to find out about certain events like holidays, County meetings and public hearings.

### Search Public Records

This tool can be used to search for existing permits, inspections, code cases and requests.

### Pay Invoice

Use this tool to pay for individual invoices.

### Map

Explore the map to see the activity occurring in your neighborhood.

1. Type your email into the box below and then click the “Next” button.

## ► *Welcome to EPIC-GT*

Good Morning, [Guest](#) ▼

Grand Traverse County ♦ Electronic Permitting & Inspections Center

[Home](#) [Apply](#) ▼ [311 Reporting](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) 🔍 [Calendar](#) 📅 [Help \(?\)](#)

### Registration

#### Step 1 of 4: Email Address

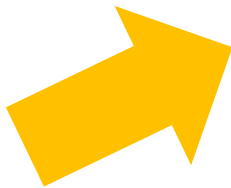
After entering your email below, please log into the email account of the email that you just registered with to receive your confirmation email. And follow instructions to complete your registration. PLEASE NOTE: The email will be coming from Access Online Portal, not from Grand Traverse County. Please make sure to check your spam folder as well.

If you are registering at a kiosk within the Code and Public Services Department please open a new window, by clicking the new window button at the top of the screen. Once your new window has opened you will need to search for your email provider. Once you have logged in and completed the registration process, please remember to log out of your email and close the tab to return to the ACCESS portal.

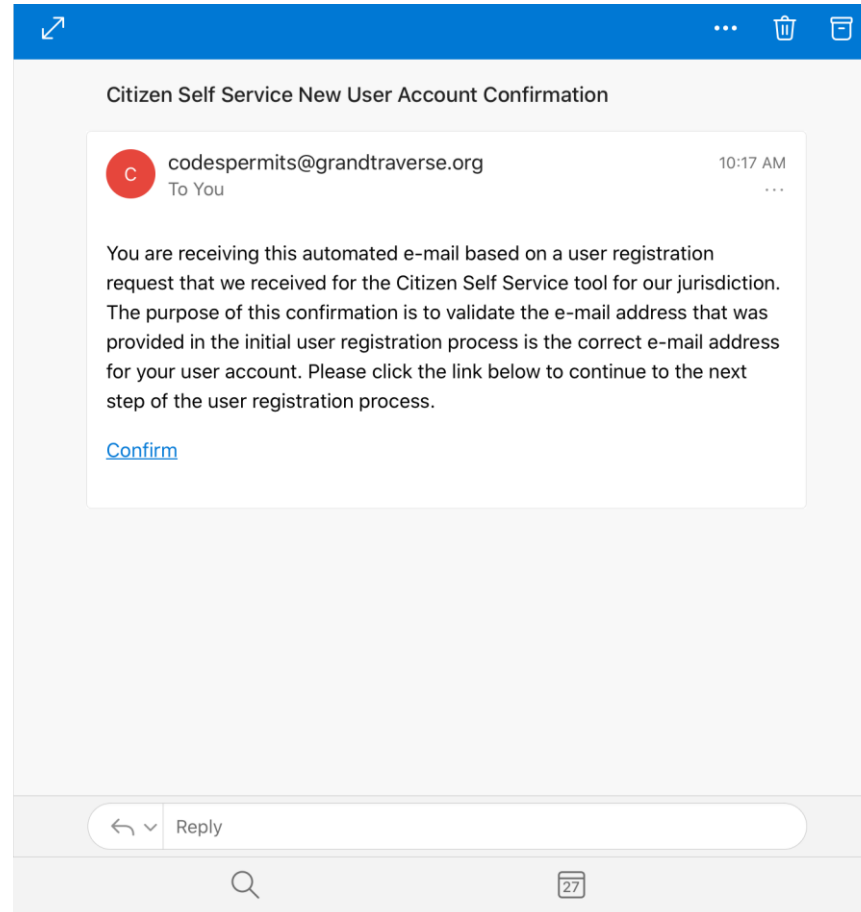
Please note that when you are entering your information when creating your account, we strongly suggest that you enter in a mobile phone number. So that in the case we need to contact you concerning an issue with your permit, we can.

Email

Next



Open the email you received and click “Confirm”



After you hit “Confirm,” you will arrive back in the EPIC-GT Portal. You will then have create a username and password. Please remember to click the box that you are not a robot!


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[Home](#) [Apply ▾](#) [311 Reporting](#) [Map](#) [Fee Estimator](#) [Pay Invoices](#) [Search 🔍](#) [Calendar 0](#) [Help \(?\)](#)

Registration

Step 2 of 4: Login information

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) · [Terms](#)

\* Username

\* Password

\* Confirm Password

Email

Contractor@contracting.com


Next


\*REQUIRED

The next step is provide personal info. Please also include your preferred method of being contacted.

WELCOME TO EPTIC-OT

Good Morning, [Guest](#)

Grand Traverse County  Electronic Permitting & Inspections Center

Home Apply 311 Reporting Map Fee Estimator Pay Invoices Search  Calendar **0** Help (?)

### Registration

Step 3 of 4: Personal Info

**\* First Name**

**Middle Name**

**\* Last Name**

**Company**

**\* Contact Preference**

**\* Email Address**

**\*REQUIRED**

**--Select Contact Preference--** ✓

- Address
- Business Phone
- Email
- Fax
- Home Phone
- Mobile Phone
- Other Phone

[Additional Contact Information](#)

[Next](#)

The final step is to provide address information. Once complete, hit the “Submit” button.

Outlook 10:38 AM Mon Jul 27 LTE 90%

codespermits.grandtraverse.org

Calendar 0 Help (?)

### Registration

Step 4 of 4: Address

**\*REQUIRED**

Country Type

\* Address Number

Pre Direction

Street Name

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code


County

\* Address Type

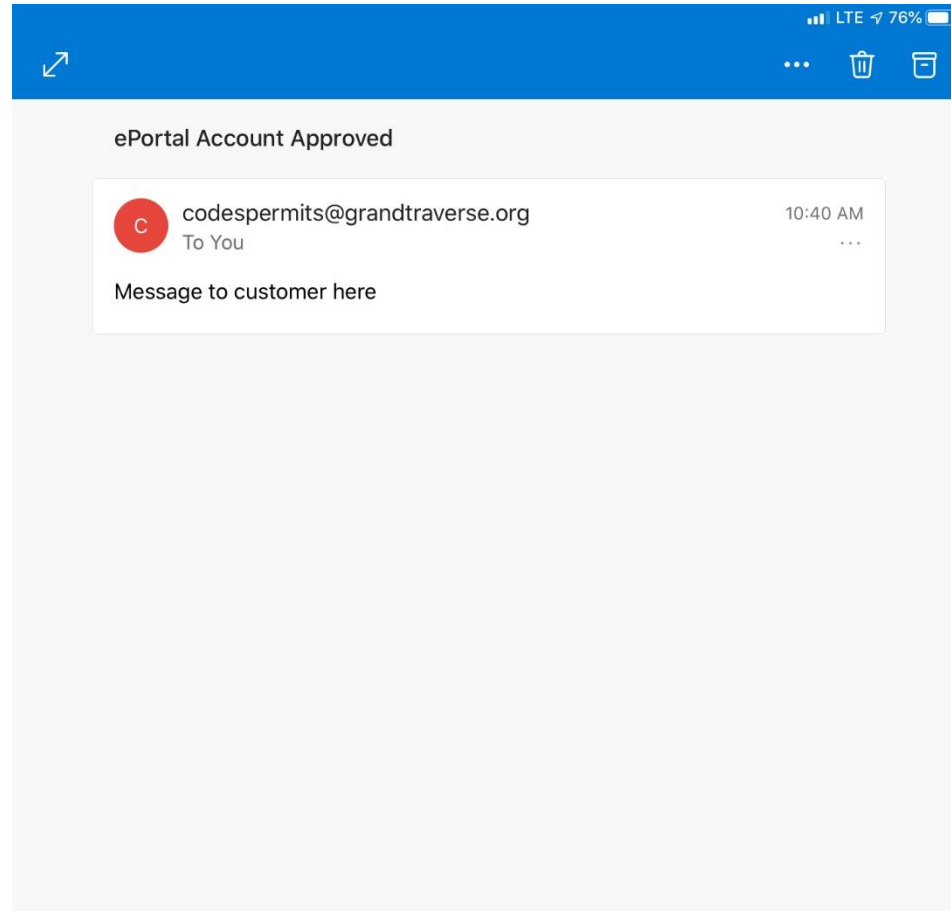
[Back](#) [Submit](#)

Contact Us @ Grand Traverse County | Governmental Center | 400 Boardman Avenue | Traverse City, Michigan 49684 | Phone: 231-922-4700

[Home](#) | [Contact Us](#)



You will then get an email, indicating that your account has been approved.





Go back to the EPIC-GT Portal homepage and login with your username and password.

## ► Welcome to EPIC-GT

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Good Morning, **Guest** ▼

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You will then see your name in the top right and then a “Dashboard” button. Click on this button and you will see lists of permits, plans, requested/scheduled invoices, and number of invoices current or past due.

