

# City of Overland Park

## ePLACE Registration

### Permits, License, Inspections, Plans & Code Enforcement

Web Browser: You may use any web browser or mobile device to access ePLACE. However, a computer is recommended when registering for an account. <https://energov.opkansas.org/CSS/SelfService#/home>

## Registration

1. Click "Sign Up"



### Welcome

Welcome to Self Service!

Three white cards with blue icons and text. The first card has a document icon with a checkmark and says 'Search Permits. This tool can be used to search for existing permits.' The second card has a triangle icon and says 'Search Plans. This tool can be used to search for existing plans.' The third card has a magnifying glass icon and says 'Search Inspections. This tool can be used to search for inspections associated with permits.'

### Not a Member? Register.

Create a new account now - click Sign Up to get started.

Sign Up

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### Today's Inspections

View the jurisdictions' scheduled inspections by date.

View

### Log In

Log in with an existing account.

Log In

2. Enter your email address (will become your username)
  - a. One account per email.
3. Click "Next"
4. You will receive a message telling you to check your email that was sent to your personal email box (i.e., gmail, yahoo, aol, etc.) to verify you entered the correct email.

**Message:** "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."

## Registration

### Step 1 of 3: Email Address

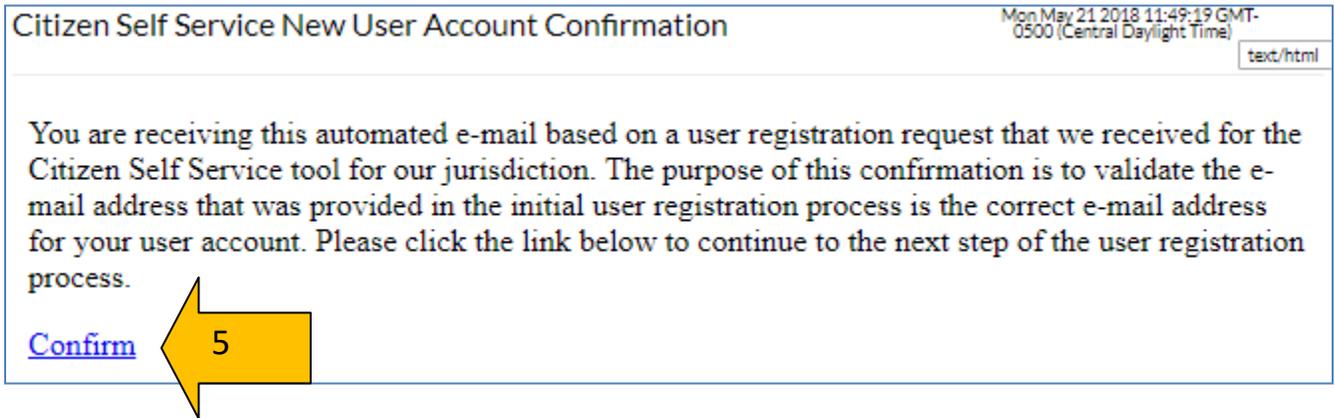
Your e-mail address is your username.

Email

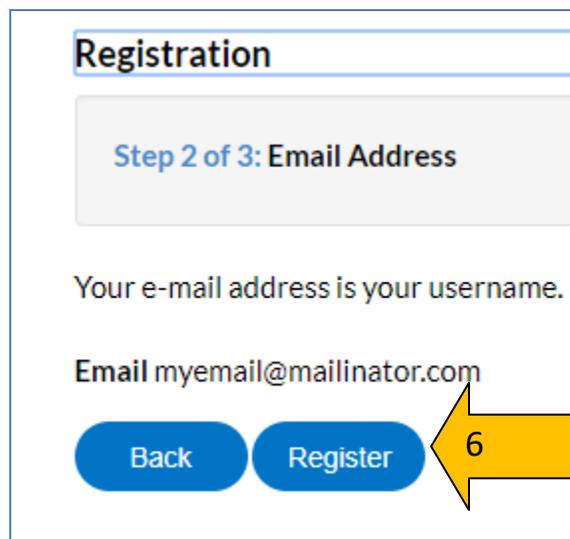
Next

2

5. Open the email you received from EnerGov\_NoReply and click “Confirm” link



6. The “Confirm” link will open up an ePlace browser window, click “Register”



7. Complete the registration for your ePlace account. (see below example)  
Enter your personal information.

**Password Requirements:**

- At least eight (8) characters in length (can be more, but no less than 8)
- At least one digit ('0'-'9')
- At least one uppercase (A-Z)
- At least one lowercase (a-z)

The red asterisk \* indicates a required field.

## Registration

Step 3 of 3: Contact Information

### PERSONAL INFO

\*REQUIRED

|                      |   |
|----------------------|---|
| * First Name         | <input type="text" value="John"/>                   |
| Middle Name          | <input type="text"/>                                |
| * Last Name          | <input type="text" value="Smith"/>                  |
| Company              | <input type="text"/>                                |
| Business Phone       | <input type="text" value="913-888-8888"/>           |
| Home Phone           | <input type="text"/>                                |
| Mobile Phone         | <input type="text" value="913-777-7777"/>           |
| Fax                  | <input type="text"/>                                |
| Other Phone          | <input type="text"/>                                |
| * Email Address      | <input type="text" value="myemail@mailinator.com"/> |
| * Contact Preference | <input type="text" value="Address"/>                |

## PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

Password is required.

\* Confirm Password

8. Enter Address: Begin entering your address and select from dropdown addresses to automatically fill in address fields or you may enter your address in manually.

### ADDRESS

Country Type

Enter Address

\* Street Number

- 8500 Santa Fe Drive, Overland Park, KS, USA
- 8500 Santa Fe Trail Drive Overland Park, KS, ...

## ADDRESS

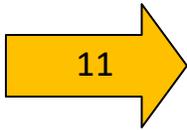
|                 |   |
|-----------------|---|
| Country Type    | United States ▼   |
| Enter Address   | 8500 Santa Fe Drive, Overland Park, KS, US  |
| * Street Number | 8500  |
| * Street Name   | Santa Fe Drive  |
| * City          | Overland Park   |
| State           | KS ▼  |
| * Postal Code   | 66212   |
| County          | Johnson County  |
| Unit or Suite   |   |
| * Address Type  | Billing ▼   |
|                 | <input type="checkbox"/> I'm not a robot  reCAPTCHA<br>Privacy - Terms |
|                 | <input type="button" value="Back"/> <input type="button" value="Submit"/>   |

9. Click checkbox "I'm not a robot"

10. Submit

11. NOTE: Some may receive an added security task by selecting pictures of various objects.

a. Follow the instructions and select "Verify" once all necessary images are selected.



Select all images with **cars**  
Click verify once there are none left

VERIFY

11a

12. If correct, you will see a green checkmark. Select "Submit" button

✓ I'm not a robot

reCAPTCHA  
Privacy - Terms

Back Submit

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13. You will receive a Thank you message. Select "Log In" to enter your ePlace account.

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

Log In

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