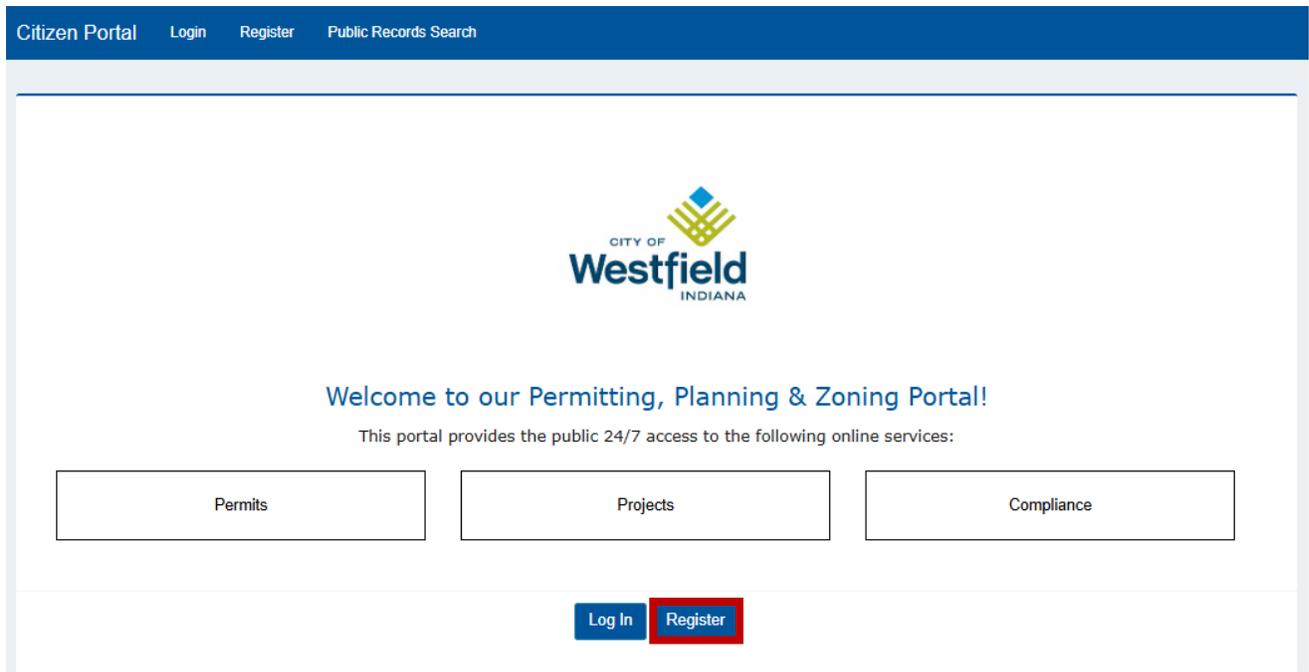


Registering in Civic CommDev Online Portal

1. Navigate to the City of Westfield [Citizen Portal](#).
2. On the landing page, click “Register”.



3. Read instructions for registering for an account.

User Registration



Please complete the below form and click "Register".

Important: The registration process has two steps:

1. Email Confirmation

After registering, you will receive an email to verify your email address.

Note: Verifying your email does not immediately grant access.

2. Account Approval

Account approval may take up to one business day. Once approved, you will receive a follow-up email with login instructions.

Attempting to sign in before approval will display a message indicating the User ID or Password is incorrect.

Your email address will serve as your User ID and will be used for future notifications.

For new Registrations, please be aware of the below Password requirements:

- Password should be at least 8 characters
- Password should have at least 1 uppercase character (A-Z)
- Password should have at least 1 lowercase character (a-z)
- Password should have at least 1 digit (0-9)
- Password should have at least 1 special character

4. Fill out all information.

Create Account and Password

EMAIL *
PASSWORD
CONFIRM PASSWORD

PASSWORD STRENGTH None

Enter Contact Information

FULL NAME *
<i>Enter first and last name (e.g. John Smith)</i>
ADDRESS 1 *
<i>Enter address (e.g. 123 Main St)</i>
ADDRESS 2
CITY *
STATE *
Alabama
ZIP *
PHONE *

5. Enter “VERIFICATION CODE” and click “REGISTER”.

Note: The “INTENDED USE OF SYSTEM” field is not required.

Enter Intended Use of System

INTENDED USE OF SYSTEM*
<i>Please briefly describe your intended use of the software.</i>

VERIFICATION CODE *  Get a new code

<i>Enter the above case-sensitive code.</i>

REGISTER