





## Signing up a new individual account

- 1. Access the permit portal by clicking the link, <u>HERE</u> or typing the URL (<u>https://sonh.my.site.com/nhlpi/s</u>/) into your browser of choice.
- 2. Click on the Login or Register link at the top of the page



- 3. In the bottom right corner of the screen, click, **Sign Up**.
  - Click the sign up button below if you would like to sign up for an individual account. For municipalities, or accounts where multiple people within the organization will be applying for permits, please request a business account here.



- 4. Please enter information for all fields.
- 5. When all fields have been entered accurately, please select, **Sign Up**.

	CIPE PREE OF DA	
First Name		
Last Name		
Username		
Email		
Password		
Confirm Password	I	

\* **Username** must be in the form of an email address.

## \* Password Must Be:

- 10 characters or more
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special
  character (i.e.;
  !@?\*&)







## **Getting logged in**

- 1. Access the permit portal by clicking the link, <u>HERE</u> or typing the URL (<u>https://sonh.my.site.com/nhlpi/s/</u>) into your browser of choice.
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Click the sign up button below if you would like to sign

 After you have entered your Username & Password click Log In to be brought to your account page

Username.	art
Password	
3 Log in	
Forgot Your Password?	Sign Up
Sign Up Password Policy: Should b and contain upper and lower case l special characters.	e 10 characters long etters, numbers and
format	ie must be in email