COMPASSKC

CITY SERVICES AT YOUR FINGERTIPS

REGISTRATION GUIDE

WEB BROWSER

You may use any web browser (Google Chrome, Apple Safari, Windows Internet Explorer, Firefox, etc.) or mobile device to Register, access or make application on **COMPASS KC** website. This is not an App, so no download is necessary.

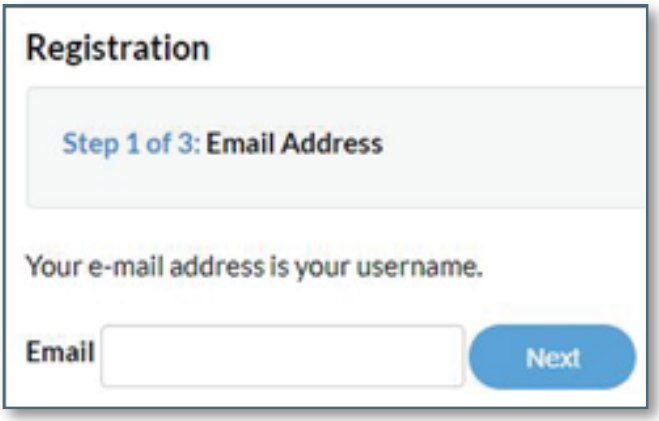
NOTE: If you intend to apply where making digital submission of Plans is necessary (i.e. Development, Architectural, or Engineering/Construction Plans), you will need to use an Internet Explorer browser, typically found on PC Computers.

A prerequisite to making a submission requires registering your contact information (i.e. information for the Business, Employee, or Citizen/ Customer/Person, whomever has authority to make the submission.) This can be done on any device, phone, computer, tablet, etc., using most available browsers on the market, and that have access the internet.

To get started simply type **CompassKC.kcmo.org/** in your browser address, or click this link and follow the steps below.

REGISTRATION STEPS

1. Enter your **EMAIL ADDRESS**.



2. Select **NEXT.**

3. An email will be sent to your inbox (gmail, yahoo, aol, etc.) to verify you entered the correct email. (note check your junk/spam folder)

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

4. Open the email from CompassKC@kcmo.org and select "**CONFIRM**".

Subject: Citizen Self Service New User Account Confirmation

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

REGISTRATION STEPS *continued*

5. This will open up a new COMPASS KC window with your email displayed, if your contact information already exists in our City database. You will receive one of these messages:

6. If your email (and Contact Information) is already in the system, you will be asked the question, **IS THIS YOU?**

   If yes, select **LOG IN** to proceed with verifying your contact information is still accurate. Updates can be made at this time to correct any of your contact information (i.e. phone number, addresses, last name, etc.) You will also be asked to create your password and confirm the password, which is used later to log in.

7. If you have not done business or made submission with the city using your contact information, then you are not in our database system, you will select **REGISTER**.

REGISTRATION FORM

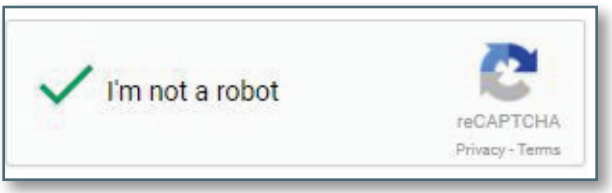
1. **Enter your personal information.** ***The red asterisk * indicates a required field.***

2. **PASSWORD REQUIREMENTS:**
   a. At least eight (8) characters in length (can be more, but no less than 8)
   b. At least one digit ('0'-'9')
   c. At least one uppercase (A-Z)
   d. At least one lowercase (a-z)

3. **ENTER ADDRESS:** Enter the address of contact, or if registering as a company contact enter the business address.

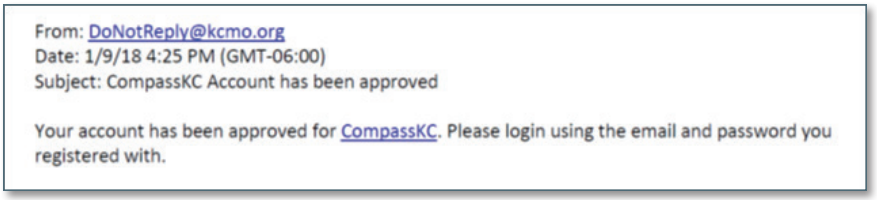
   Address Type: **LOCATION** is the default.

4. **reCaptcha** (spam verification)
   I'm not a robot.
   You must select the checkbox of "I'm not a robot" and receive a green checkmark before selecting Submit.



NOTE: If you do not select the address from the dropdown list, you will be asked to select individual pictures from a variety of pictures before being able to see the green checkmark.

5. Once your registration information is processed you will receive another email indicating your registration was successful.


From: DoNotReply@kcmo.org
Date: 1/9/18 4:25 PM (GMT-06:00)
Subject: CompassKC Account has been approved

Your account has been approved for CompassKC. Please login using the email and password you registered with.

LOG IN

Click on CompassKC link to take you to the home screen to log in with your email address and your password that you just created.

CITY OF
KANSAS CITY,
MISSOURI