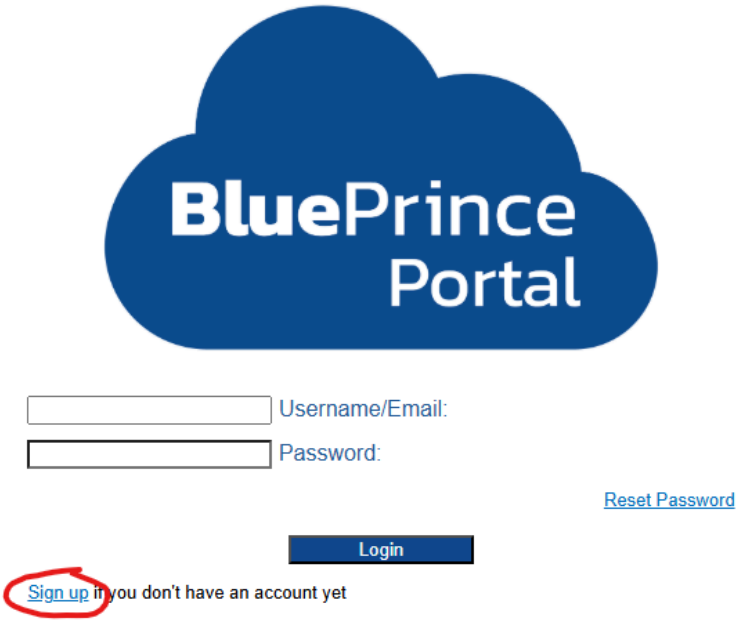
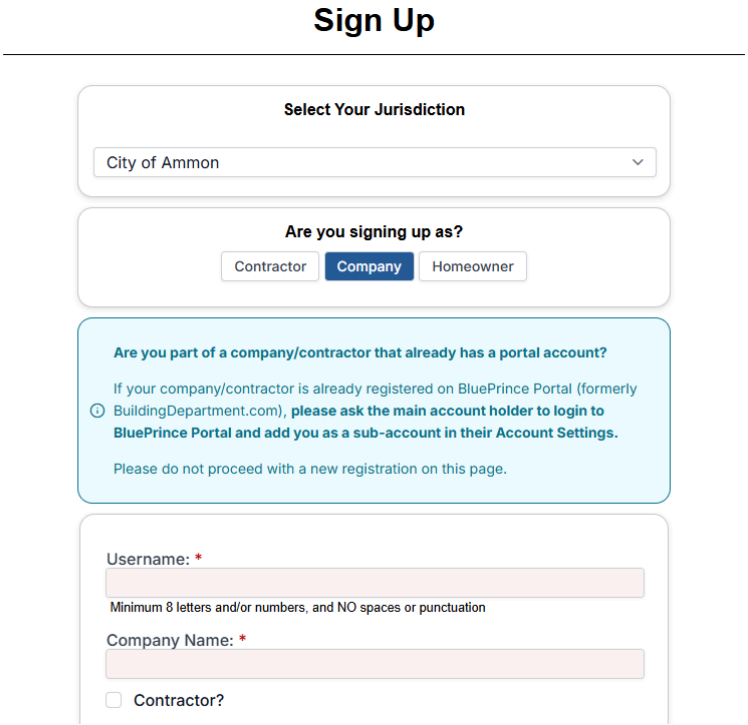
Setting Up Contractor Login

Blue Prince Portal: https://www.blueprinceportal.com/login

Step 1. Go to the BluePrince Portal website and select sign up

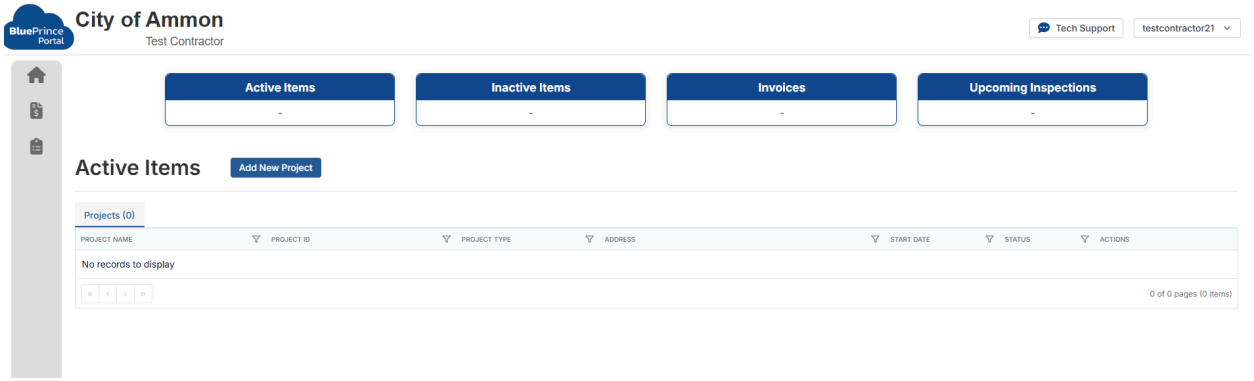


Step 2. Create an account. Select City of Ammon from the drop down and then fill out the rest of the information. If you represent a business, please select “company”. If you are unsure what email is linked to your existing account, please contact the building department.

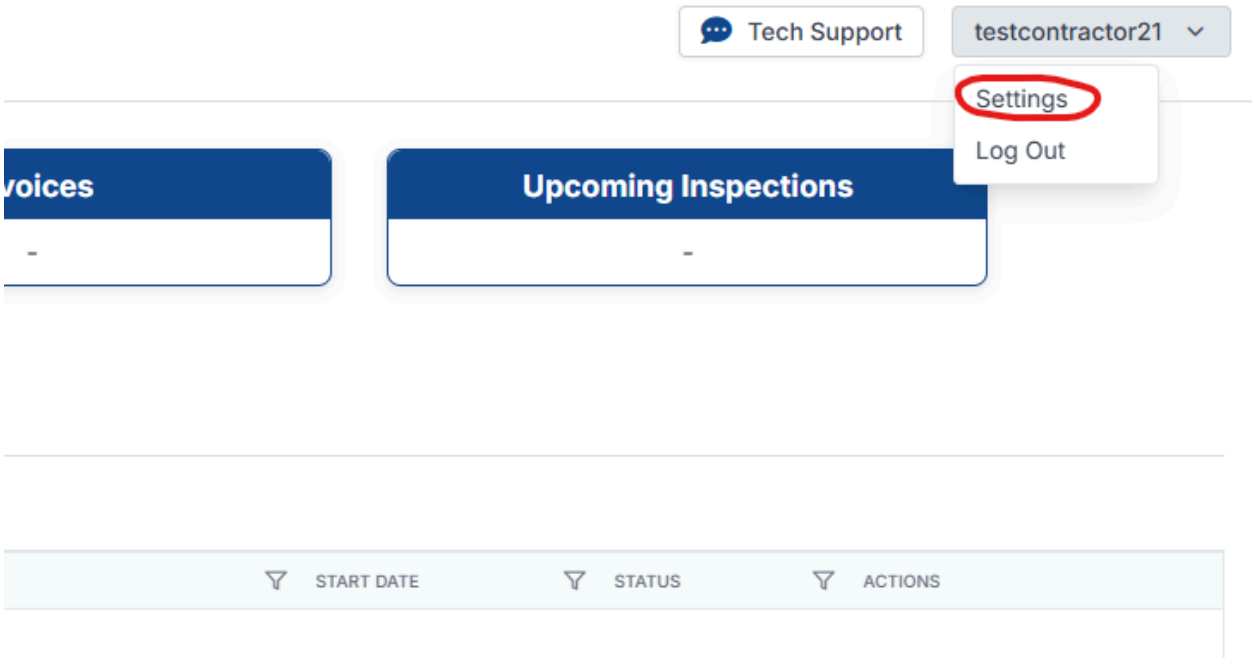


Step 3. Activate your account by email. An email will be sent to your inbox to validate your account. The email will redirect you to the sign in page.

Step 4. Sign in. Then you will be at your dashboard.



Step 5. Add sub-accounts for other users in your company to apply for permits, pay invoices, or schedule inspections. You can do this by clicking on the username in the right hand corner and selecting settings.



Scroll down to New Account. Here you can add additional accounts for your company.

Change Password

New Account

Contact Information

For each new account you add, a new ProjectPage is created where that user can apply for permits and request inspections in your name. You may only add accounts for employees of your company, as any permits applied for will list you as the applicant. The account Roles work as follows: Administrators sees all projects and invoices, and can access this page; Supervisor sees all projects and invoices; Billing sees only invoices.

Username: *

Full Name: *

Role: *

Email: *

Password: *

Minimum 8 letters and/or numbers, and NO spaces or punctuation

Confirm Password: *

Create Sub-Account

Sub-Accounts