CITYWORKS PUBLIC PORTAL

General Information

PUBLIC PORTAL SITE

Portal Link: https://cityworks.topeka.org/PublicAccessUtilities

- The portal is for constituents to apply and track applications and permits made to the City.
- Constituents will need to create an account, but once the account is created they will be able to simply log in to use the system.

Getting Started

SIGN IN

For returning users, enter your email and password to log into the website. If you are a first time user select the “Sign Up” option.

After logging in, the home page will open. To start a new application, select “Create Application” by clicking on the icon.

This will open a window where you will need to select the type of application you would like to make. A list of possible “Applications” to choose from, will appear for you to select.
Select the application you want to create and then “Begin Application”. When the next window opens select the Utility Service Application button and the “Begin Application” to launch the application data entry.

**EXAMPLE**

For Utility Service Application, there are 3 section you will need to complete; the main location (MAIN), Person applying for the permit’s contact information (PEOPLE) and the permit specific information (Data Group). This will vary with permit type.
To select from the map, first click anywhere on the map. Scroll into the map and move by clicking and holding the mouse button until you get to the parcel location. Click on the parcel to select that location.

The parcel should highlight on the map. The address should populate the address line and an information box should open with the selected parcel’s information.

Select “Next” to complete this section.
PEOPLE SECTION

After selecting next the People section will open.

You can either manually enter all the information into each line or select the, “Use My Information” button, to automatically populate the information.

Required information will be in red and you can change any single answer by clicking in the field and deleting the current value and typing in what you want to change it too. By selecting the more button additional information will appear.

After adding all the information select “Next”.
DATA GROUP SECTION

The Data Group section contains specific question pertaining to the permit type and vary by permit. Just make sure to complete all required information which will be found in red.

If you scroll over the “?” mark on any question the help information will appear.

For questions that require a date, you can select the “Calendar Button” from the right side of the question and a calendar popup window will appear. Select the date and click on the “Done” button.

Questions with a down arrow will need answers selected from the drop down box.
After you have completed filling in the information into each question, scroll to the bottom right side and select “Submit”

**SUMMARY PAGE**

After you submit the application, the application summary page appears where you can verify the data you entered.

There is an option to create and print a pdf of the submitted permit. Under the “Pending Actions” drop down you will find an option for printing a pdf, “Get PDF report”. It will take a moment after you select that option, then a pdf report will open and options for download or print should become available.
HOME PAGE

From the Home page you can review all the applications you have started.

There are tabs in which you can view submitted, pending and incomplete applications.

As you select each tab, all the applications for that group appear in a list below the tab. From the dropdown box on the left there are actions you can take on each individual applications. For example, on an incomplete application, you can select continue the application.
You can return to the home page from any screen by clicking on the Icon in the top left hand corner.