

CREATING A MASTER ACCOUNT

Development Services has created a Master Account feature that will enable contractors and others doing business with Development Services to view all projects that are currently registered under their name. It will provide for quick access to project numbers, payment of fees, and scheduling of inspections.

Please look to our website for more enhanced features as we move toward improving the quality of service we provide.

Thank you for doing business with The City of Choice. Together, **WE** Make it Happen!

1. Log onto the Development Services Website at www.ctexas.com/developmentservices to the left select the “Track Status of Applications”



2. Select the link to the left called “Create Master Account”. You will be prompted to enter your company name.

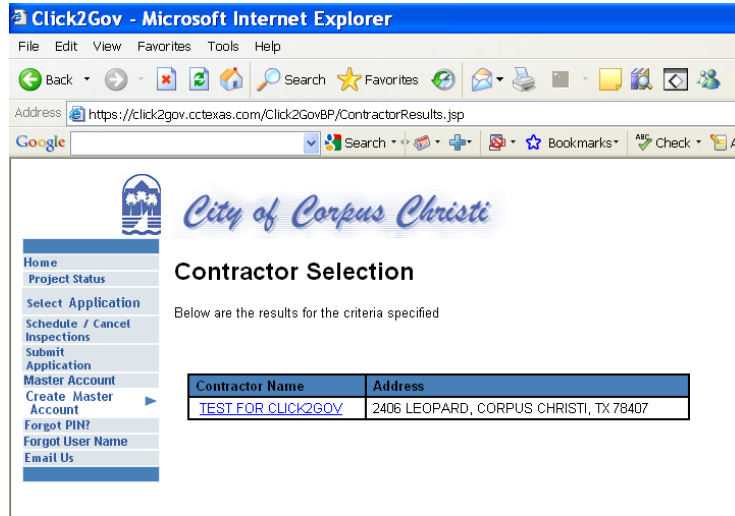
City of Corpus Christi

Master Account Registration

Search for the contractor name:

Contractor Name:

3. Select the Contractor Name from the drop down list that will appear on the bottom of the screen.



3. You will be prompted to validate your registration with your phone number that is on file with the City of Corpus Christi. Once you enter the information, hit the submit button. If you can not recall what phone number is on file with the City, please contact our office at 361.826.3240.



4. The next screen will prompt you to create a User Profile. This information is not kept in our computer files, it is solely held by the user. The system has the ability to email you when you have forgotten your pin or forgotten your user name. Please keep this information in a secure location.

City of Corpus Christi

Home
Project Status
Select Application
Schedule / Cancel
Inspections
Submit
Application
Master Account
Create Master Account
Forgot PIN?
Forgot User Name
Email Us

Create User Profile

Asterisk (*) indicates required fields.

Contractor Name: TEST FOR CLICK2GOV

Contractor Address: 2406 LEOPARD, CORPUS CHRISTI, TX 78407

User Name: *

PIN: *

Confirm PIN: *

Email Address: *

Create User

5. Once you create the user profile in the next screen

City of Corpus Christi

Home
Project Status
Select Application
Schedule / Cancel
Inspections
Submit
Application
Master Account
Create Master Account
Forgot PIN?
Forgot User Name
Email Us

Contractor Initialized

Your contractor account has been initialized with the following details:

Contractor Name: TEST FOR CLICK2GOV

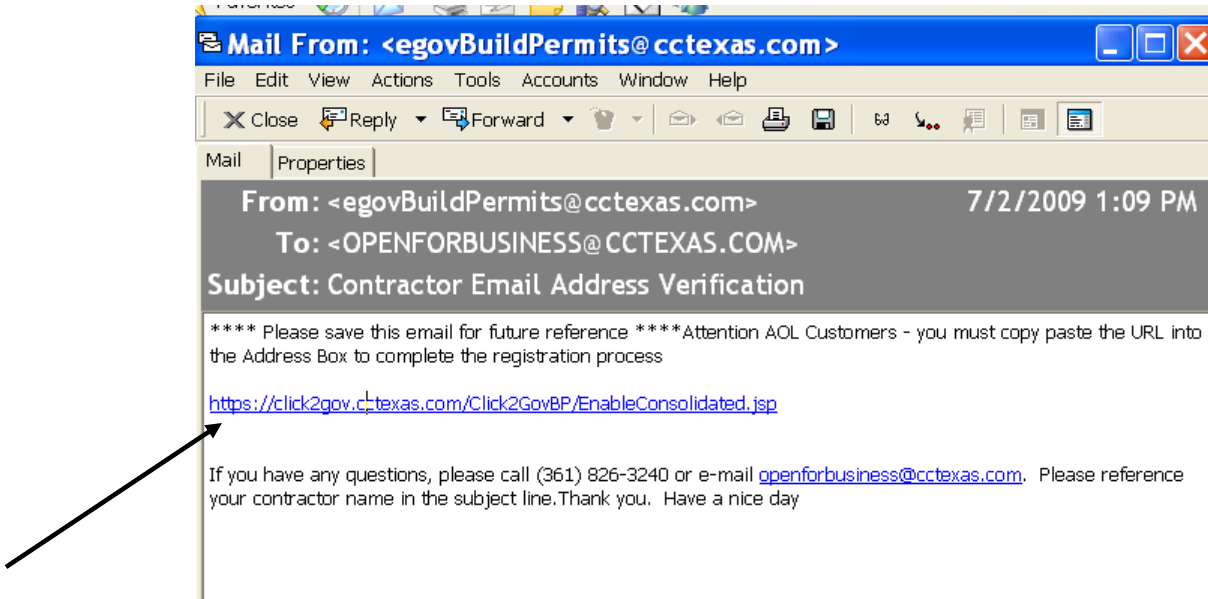
Contractor Address: 2406 LEOPARD, CORPUS CHRISTI, TX 78407

User Name: DSD

Email Address: OPENFORBUSINESS@CCTEXAS.COM

An email has been sent to the address you specified containing a link that will allow you to enable the account. Please follow the instructions in the email to enable the account.

6. You will receive a confirmation email to your box as shown below. You will click the link sent in the email to complete the registration process.



7. Once you select the link the Enable Master Account screen will open. Here you will enter the User Name and PIN you have selected.

The screenshot shows the "Enable Master Account" web page for the City of Corpus Christi. The page features a navigation menu on the left and a main content area with a form.

City of Corpus Christi

Enable Master Account

Please enter you User Name and PIN to enable your account

User Name:

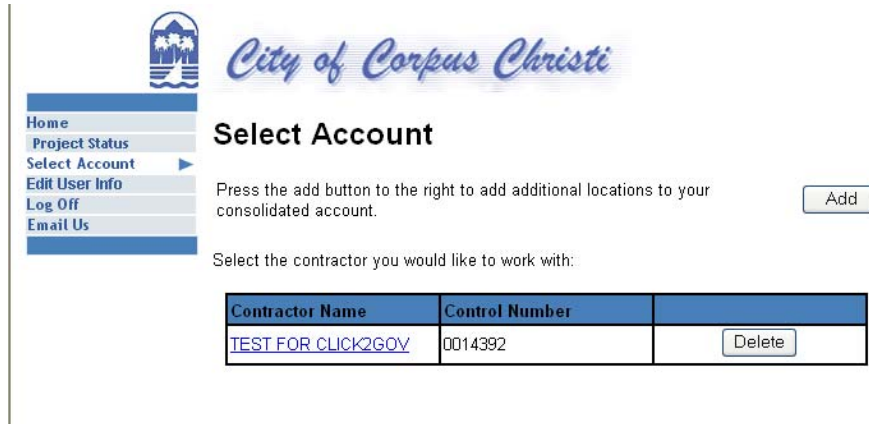
PIN:

The navigation menu on the left includes the following items:

- Home
- Project Status
- Select Application
- Schedule / Cancel Inspections
- Submit Application
- Master Account
- Create Master Account
- Forgot PIN?
- Forgot User Name
- Email Us

8. Here you will select the account that you created under the name listed. From this point you will be able to see any and all permits associated with your account. You may schedule inspections, pay fees, or decide if any permits need to be closed out or changed.

Note: Close out of permits or cancellation must be done by our office.



The screenshot shows the 'City of Corpus Christi' website interface. On the left is a vertical navigation menu with the following items: Home, Project Status, Select Account (highlighted with a blue bar and a right-pointing arrow), Edit User Info, Log Off, and Email Us. The main content area is titled 'Select Account' and includes the following text: 'Press the add button to the right to add additional locations to your consolidated account.' followed by an 'Add' button. Below this is the instruction 'Select the contractor you would like to work with:' followed by a table with two columns: 'Contractor Name' and 'Control Number'. The table contains one row with the values 'TEST FOR CLICK2GOV' and '0014392'. A 'Delete' button is located in the third column of the table.

Contractor Name	Control Number	
TEST FOR CLICK2GOV	0014392	Delete

You are now complete!