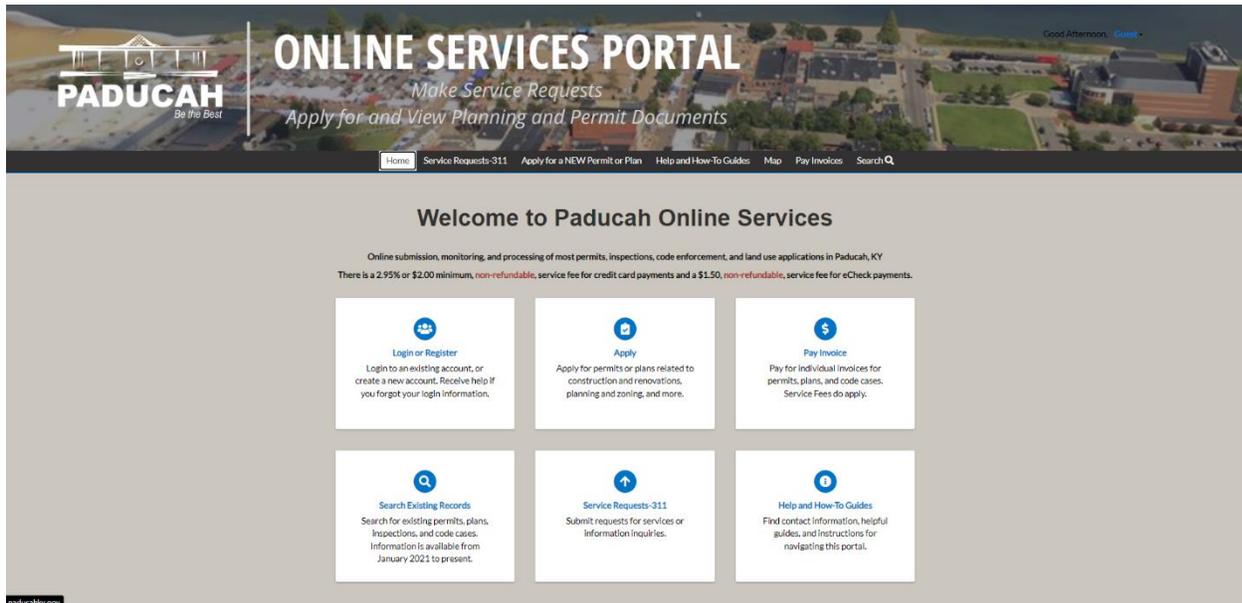




Validate your Account and Review Dashboard on Paducah Online Services

1. Access the Online Services Portal at <https://onlineportal.paducahky.gov>.
2. Click the “**Login or Register**” tile located in the first position on the first rows of tiles.



3. Click the “**Register Here**” option at the bottom of the Log In screen.

Log In

* Username

* Password

Remember Me

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
[Don't have an account yet? Register Here](#)

4. Click the checkbox next to “**Please acknowledge that the information entered is correct and valid.**”

5. Enter the email address used to log in to Online Services Portal, and click “**Next.**” An email will be sent to that address for verification.

Registration

Step 1 of 4: Email Address

Please see in the following information and verify that is it correct and valid.

Please Acknowledge that the information entered is correct and valid.

Email

6. After receiving the email, click “**Confirm.**”

From: <no-reply@cityofmesquit.com>
Date: Wed, Sep 20, 2023 at 1:47 PM
Subject: EnerGovTrain New User Account Confirmation
To: mjdavis@cityofmesquit.cc

You are receiving this automated e-mail based on a user registration request that we received for the EnerGovTrain 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.

7. Create a username and password. Must check “Not a Robot.” NOTE: The username can be your email address. The password must be at least 10 characters. Eight of those characters must be letters with one capitalized. Plus, there must be one (1) number and one (1) special character (.!*) Example: Testpass02!
8. Click “**Continue**” at the bottom of the *Is this you?* box on the left side of the screen.

Registration

Step 2 of 4: Login information

* Username

* Password

Strong

* Confirm Password

Email

Is this you?

 John E. [Redacted]
[Redacted]
[Redacted]

9. Verify that all information is correct for any required fields. *These fields are marked by a red asterisk (*).*
10. Enter required Personal Information, and click “**Next.**”

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

[Additional Contact Information](#)

11. Enter your address, and click “Submit”

- Address Line 1 – Enter Full Street Address
 - City
 - State
 - Postal Code
 - Address Type

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

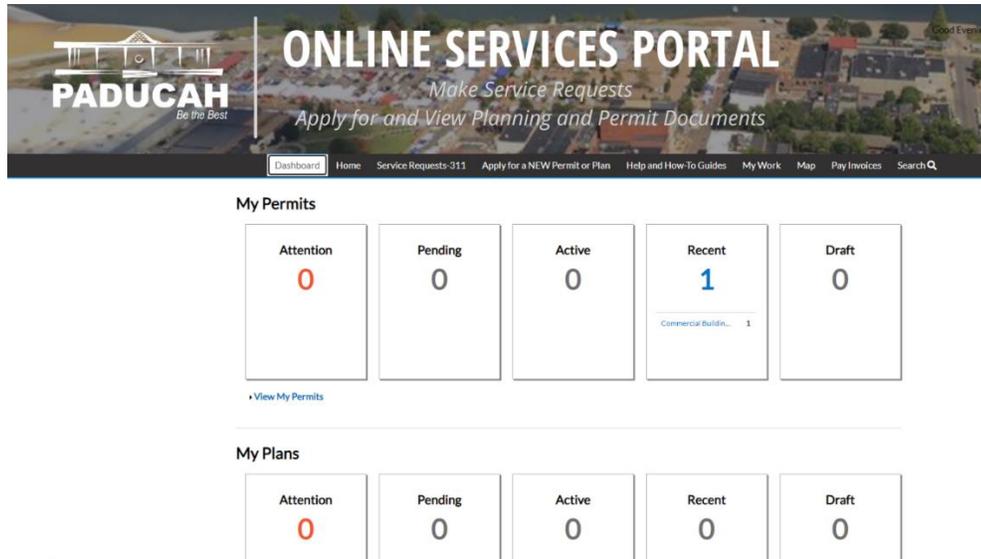
State

Postal Code

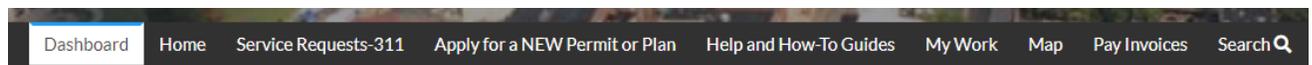
County

* Address Type

You have successfully validated your account and will be redirected to your **Dashboard**.



1. Click “**Dashboard**”



2. **My Permits** and **My Plans** sections perform in the same fashion.

- a. **Attention** – Permits/Plans that require your attention
 - i. Failed Inspection
 - ii. Reviews that require Resubmittal
 - iii. Expired Permits/Plans
- b. **Pending** – Permits/Plans that have just been applied for, and are still under review
- c. **Active** – Permits/Plans that have been issued
 - i. You can request inspections on these permits
 - ii. Inspections that may have failed could be found here, also
 - iii. Find your documents that can be printed
- d. **Recent** – All recent Permits/Plans that you have applied for

My Permits

Attention 23	Pending 38	Active 22	Draft 0	Recent 37																								
<table border="0"> <tr><td>Building-Residenti...</td><td style="text-align: right;">4</td></tr> <tr><td>Commercial Certi...</td><td style="text-align: right;">3</td></tr> <tr><td>Other</td><td style="text-align: right;">16</td></tr> </table>	Building-Residenti...	4	Commercial Certi...	3	Other	16	<table border="0"> <tr><td>Concert</td><td style="text-align: right;">9</td></tr> <tr><td>Building-Residenti...</td><td style="text-align: right;">5</td></tr> <tr><td>Other</td><td style="text-align: right;">24</td></tr> </table>	Concert	9	Building-Residenti...	5	Other	24	<table border="0"> <tr><td>Fire Alarm System</td><td style="text-align: right;">5</td></tr> <tr><td>Residential Police ...</td><td style="text-align: right;">3</td></tr> <tr><td>Other</td><td style="text-align: right;">14</td></tr> </table>	Fire Alarm System	5	Residential Police ...	3	Other	14		<table border="0"> <tr><td>Concert</td><td style="text-align: right;">9</td></tr> <tr><td>Fire Alarm System</td><td style="text-align: right;">8</td></tr> <tr><td>Other</td><td style="text-align: right;">20</td></tr> </table>	Concert	9	Fire Alarm System	8	Other	20
Building-Residenti...	4																											
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View My Permits																												

My Plans

Attention 13	Pending 33	Active 0	Draft 0	Recent 29																
<table border="0"> <tr><td>Plat</td><td style="text-align: right;">9</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">4</td></tr> </table>	Plat	9	Special Exception	4	<table border="0"> <tr><td>Plat</td><td style="text-align: right;">25</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">6</td></tr> <tr><td>Other</td><td style="text-align: right;">2</td></tr> </table>	Plat	25	Special Exception	6	Other	2			<table border="0"> <tr><td>Plat</td><td style="text-align: right;">21</td></tr> <tr><td>Special Exception</td><td style="text-align: right;">6</td></tr> <tr><td>Other</td><td style="text-align: right;">2</td></tr> </table>	Plat	21	Special Exception	6	Other	2
Plat	9																			
Special Exception	4																			
Plat	25																			
Special Exception	6																			
Other	2																			
Plat	21																			
Special Exception	6																			
Other	2																			
View My Plans																				

3. My Inspections is listed as follows:

- a. **Requested** – Shows all requested Inspections.
- b. **Scheduled** – Once the Inspector has scheduled an Inspection, it will move from the requested section to this section.
- c. **Closed** – Once the Inspection is completed, it will move to this section.

4. My Invoices is listed as follows:

- a. **Current** – Invoice amounts that are currently due.
- b. **Past Due** – Invoice amounts that are past due.
- c. **Total** – Invoice amounts for both current and past due.

My Inspections

Requested 5	Scheduled 18	Closed 21																		
<table border="0"> <tr><td>Fire Acceptance ...</td><td style="text-align: right;">2</td></tr> <tr><td>Energy Rough</td><td style="text-align: right;">1</td></tr> <tr><td>Other</td><td style="text-align: right;">2</td></tr> </table>	Fire Acceptance ...	2	Energy Rough	1	Other	2	<table border="0"> <tr><td>Fire Acceptance ...</td><td style="text-align: right;">7</td></tr> <tr><td>Fire CO Inspecti...</td><td style="text-align: right;">2</td></tr> <tr><td>Other</td><td style="text-align: right;">9</td></tr> </table>	Fire Acceptance ...	7	Fire CO Inspecti...	2	Other	9	<table border="0"> <tr><td>Rental Certifica...</td><td style="text-align: right;">6</td></tr> <tr><td>Final Building</td><td style="text-align: right;">3</td></tr> <tr><td>Other</td><td style="text-align: right;">12</td></tr> </table>	Rental Certifica...	6	Final Building	3	Other	12
Fire Acceptance ...	2																			
Energy Rough	1																			
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Other	9																			
Rental Certifica...	6																			
Final Building	3																			
Other	12																			

[View My Inspections](#)

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 0	\$0.00	Add To Cart

[View My Invoices](#)

End of How-To Document