



# e-Permit



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Wyoming State Engineer's Office

Registration and Login

## REQUIRED SOFTWARE: INTERNET EXPLORER

If Internet Explorer 10 or 11 are used, Compatibility Mode must be turned on when using e-Permit.

- To turn on Compatibility Mode for Internet Explorer 10, click the  button to the right of the address bar
- To turn on Compatibility Mode for Internet Explorer 11, click the Tools  button, then click Compatibility View settings. Under “Add this website” enter the URL of the e-Permit website and click Add. Close all browser windows and re-open the website

Instructions and figures updated as of March 10, 2014. Efforts will be made to maintain all figures and instructions as the e-Permit system is updated. Updates to the system may cause differences between the user manual and e-Permit.

## Access to e-Permit

The e-Permit login page (<http://seoweb.wyo.gov/e-Permit/Common/Login.aspx>) allows the user to register as a new user, login, and reset a password.

- ▶ For password or profile setup support, please call the Customer Support Center at 307-777-7400
- ▶ Business hours are Monday through Friday, 7:00 am to 5:00 pm. Calls outside of business hours will be directed to voice mail and returned the next business day

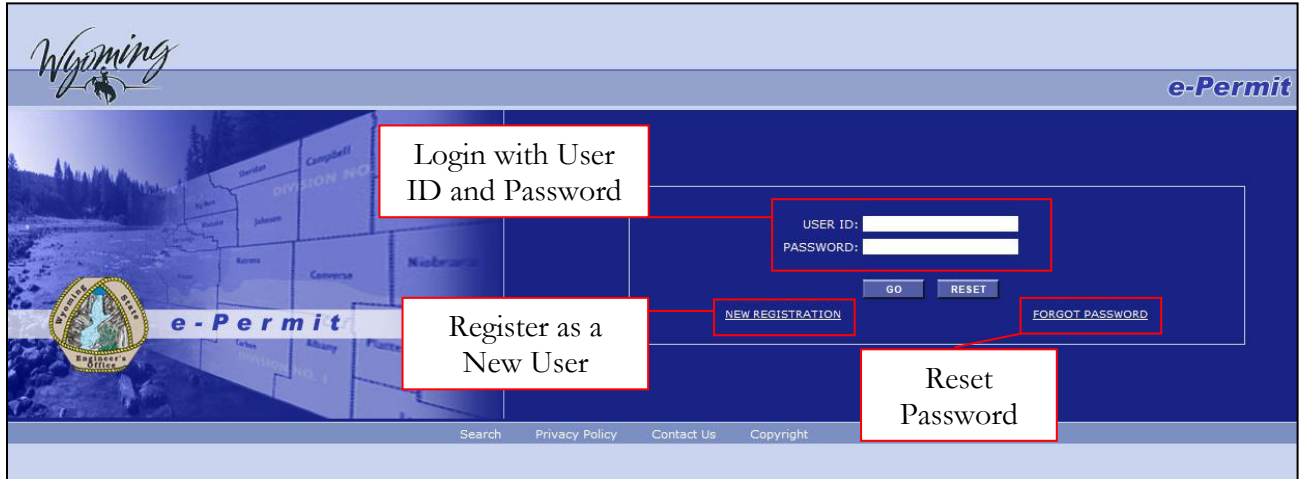


Figure 1. Login page to access e-Permit

### Register as a New User

Before using the e-Permit system, the user must create an account with the State of Wyoming website. If the user has already created an E-Government account with the State of Wyoming website, the same ID and password can be used to access e-Permit.

- 1) Click “New Registration” on the login page (Figure 1). The e-Permit system opens a new window that navigates the user to <https://egov.state.wy.us/Profile.aspx> (Figure 2)

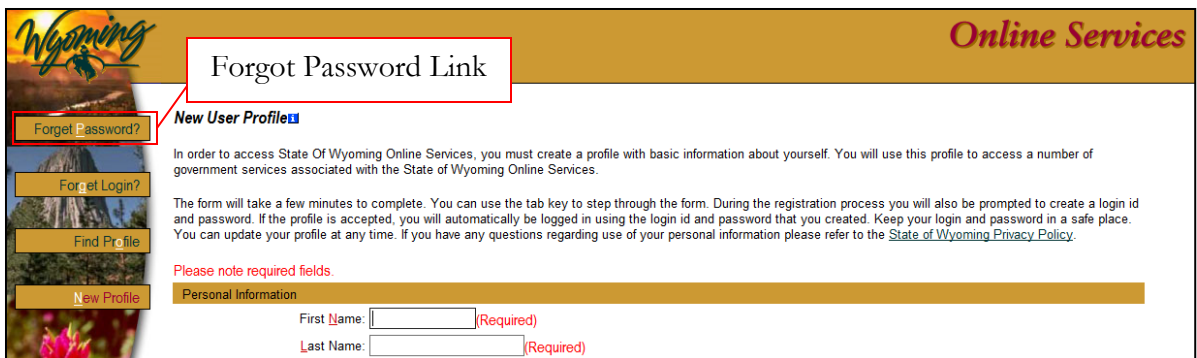


Figure 2. New user registration page for e-Permit and Forgot Password Link

- 2) Enter the **(Required)** information (First Name, Last Name, Login ID, Password, Secret Question/Answer, and Mother's Maiden Name) and press "Add" at the bottom of the page. The login ID and password used to register as a new user can be used to access e-Permit immediately

### **Login to e-Permit**

- 1) Enter the User ID on the login page (Figure 1)
- 2) Enter the Password
- 3) Press the "Go" button below the User ID and Password boxes

### **Reset User Password**

The user can reset his/her password at any time by following the steps below:

- 1) Click "Forgot Password" on the login page (Figure 1)
- 2) The e-Permit system opens a new window that navigates the user to <https://egov.state.wy.us/Profile.aspx> (Figure 2)
- 3) Click "Forgot Password?" on the upper left and enter the Login ID
- 4) Enter the required information for "Account Verification" and submit
- 5) Enter a new password and click "Submit"