

Welcome to Permit Central

This guide provides information on the features and functionality of Permit Central, the online public access portal for submitting Public Works roads operations applications.

June 2024

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Click any of the links on the left to go directly to that specific topic within this help guide.

Log into Permit Central – Existing User

Already have an account?

- Click 'Log in' and the Log in form will appear

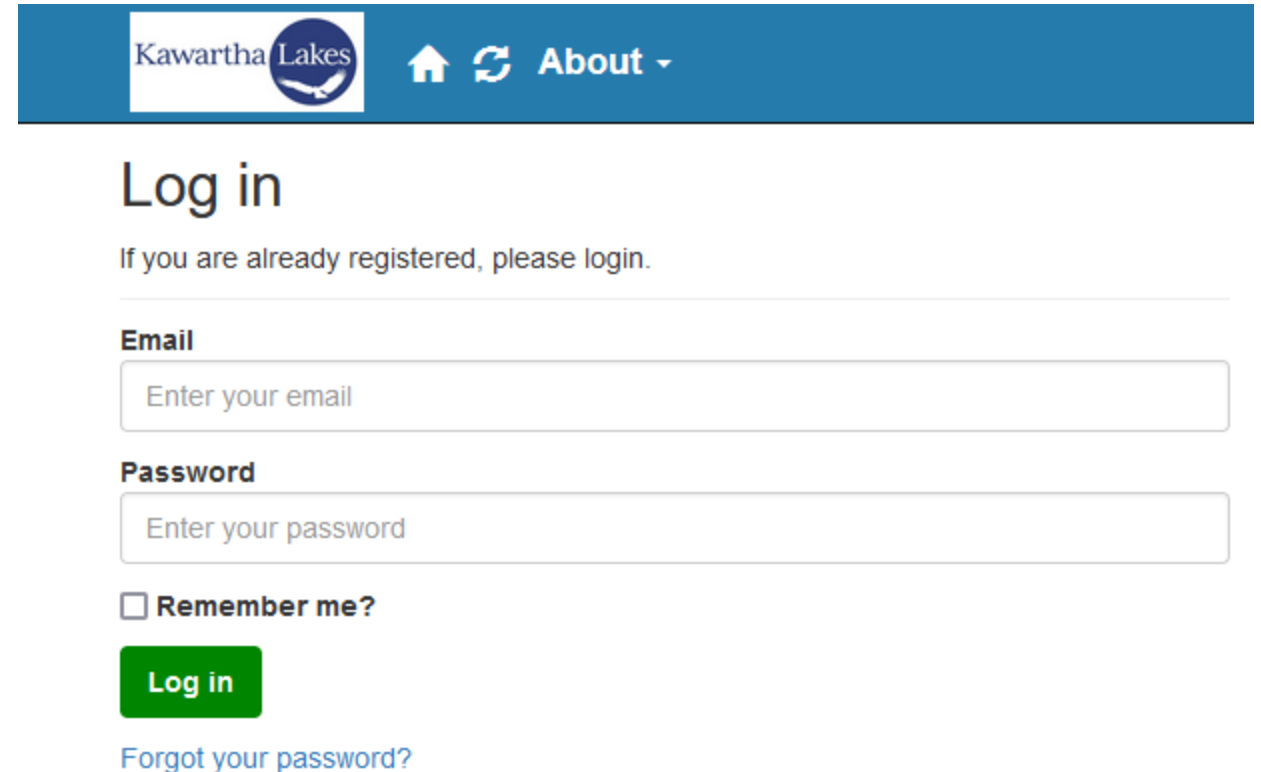


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Permit Central log in page for Existing Users

Already have an account?

- Enter your email and password and click 'Log In'
- You will be directed to the public access portal home page



The screenshot shows the login interface for existing users. At the top is a blue navigation bar with the Kawartha Lakes logo, a home icon, a refresh icon, and an 'About' dropdown menu. Below the navigation bar is the 'Log in' section. It starts with the heading 'Log in' and the instruction 'If you are already registered, please login.' There are two input fields: 'Email' with the placeholder text 'Enter your email' and 'Password' with the placeholder text 'Enter your password'. Below the password field is a checkbox labeled 'Remember me?'. A green 'Log in' button is positioned below the checkbox. At the bottom of the login section is a blue link that says 'Forgot your password?'.

Log into the Permit Central – New User

To Create an account

- Click 'New User' to Sign Up" and the Register form will be displayed



[Home](#) [Refresh](#) [About](#) ▾

[Log in](#) [New User](#)

Or

- On the Log In form, click 'Register as New User' and the register form will be displayed

Log in

If you are already registered, please login.

Email

Password

Remember me?

[Log in](#)

[Forgot your password?](#)

New User

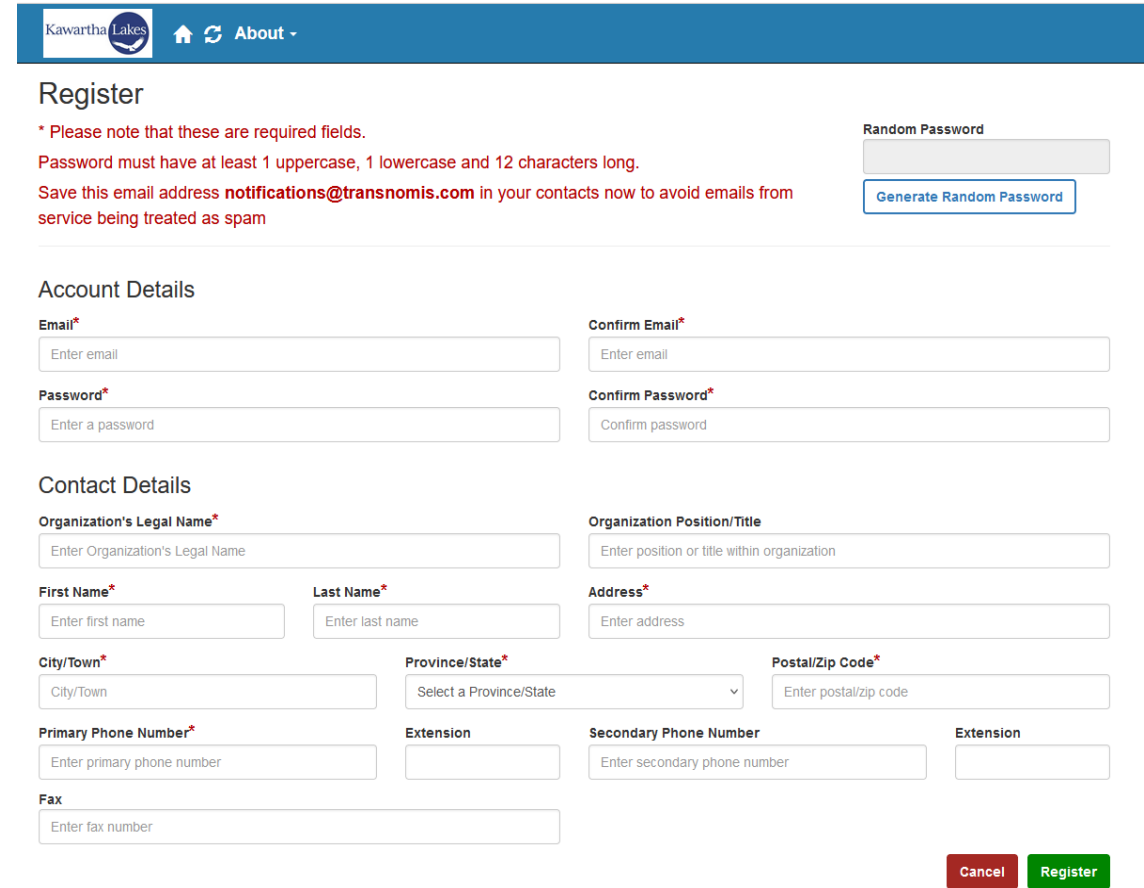
If you are a new user, please register.

[Register as New User](#)

Log into Permit Central - Create an Account

To Create an account

- Fill in all the fields on the form
- **Red Asterisk (*)** indicates a mandatory field
- Click the 'Register' button to submit the form
- Once you've submitted, you will receive an email with a link to confirm your registration
- Once confirmed, you may sign into the portal



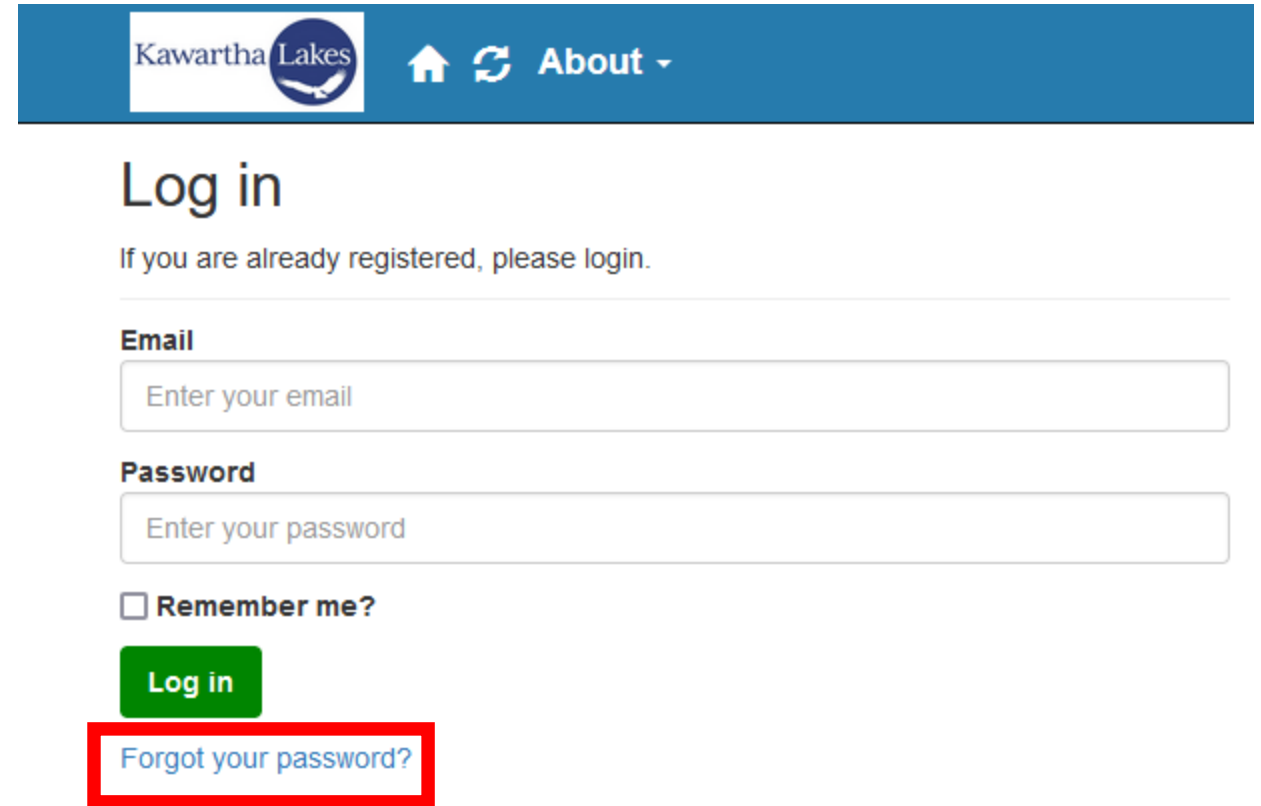
The screenshot shows the 'Register' page of the Permit Central website. At the top, there is a navigation bar with the Kawartha Lakes logo, a home icon, a refresh icon, and an 'About' dropdown menu. Below the navigation bar, the page title is 'Register'. A note states: '* Please note that these are required fields. Password must have at least 1 uppercase, 1 lowercase and 12 characters long. Save this email address notifications@transnomis.com in your contacts now to avoid emails from service being treated as spam'. There is a 'Random Password' field and a 'Generate Random Password' button. The form is divided into three sections: 'Account Details', 'Contact Details', and 'Organization Details'. Each section contains several input fields, some of which are marked with a red asterisk to indicate they are mandatory. The 'Account Details' section includes 'Email*', 'Password*', 'Confirm Email*', and 'Confirm Password*'. The 'Contact Details' section includes 'First Name*', 'Last Name*', 'City/Town*', 'Province/State*', 'Postal/Zip Code*', 'Primary Phone Number*', 'Extension', 'Secondary Phone Number', and 'Fax'. The 'Organization Details' section includes 'Organization's Legal Name*', 'Organization Position/Title', and 'Address*'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Register'.


Cancel Register

Permit Central – Forgot Password?

Forgot your password?

- Click 'Forgot your password?'
- The 'Forgot your password?' form will appear
- Enter your email
- Click 'Email Link'
- The Forgot Password Confirmation page will appear
- You will receive an email with a link to reset your password
- Open the link to reset your password
- Enter and confirm your new password and click 'Reset'
- Click 'Log in' to return to Log In form



Kawartha Lakes  [Home](#) [Refresh](#) [About](#) ▾

Log in

If you are already registered, please login.

Email
Enter your email

Password
Enter your password

Remember me?

[Log in](#)

[Forgot your password?](#)

Kawartha Lakes   **Applications** ▾ About ▾ 

All Applications

Table Auto Refresh: OFF

Export ▾

Application Type: ▾

Application Status: ▾

Time Type: ▾

Time Range: ✕

Application ID	Created Date	Organization	Name	Location	Start Date	End Date	Assigned Staff	Status
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Applications are available on your home page.

Use the drop down menu beside 'Applications' in the header (red rectangle) to select 'My Applications'

If your application doesn't appear, you may search for it by:

- Select Application Type from drop down list (5 permits available)
- Select Time Type
- Select Application Status
- Select Time Range

More Permit Central Features

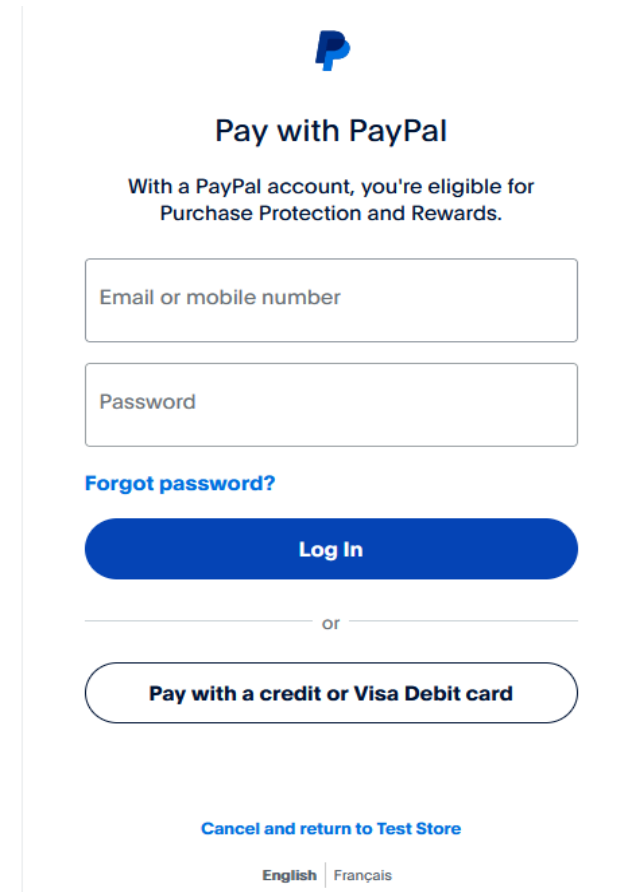


- Clicking [Municipal 511.ca](#) will open the webpage displaying active permits.

Payment – PayPal

Payments can be made through PayPal using a Credit Card or a Visa Debit card.

- Log into your PayPal account or continue as a Guest
- To log into your account, enter your email and password and click 'Log In'
- To continue as a Guest click 'Pay with a credit or Visa Debit card'
- See next page for Guest pay options.



The screenshot shows the PayPal payment page. At the top is the PayPal logo. Below it is the heading "Pay with PayPal" and a note: "With a PayPal account, you're eligible for Purchase Protection and Rewards." There are two input fields: "Email or mobile number" and "Password". A link for "Forgot password?" is located below the password field. A blue "Log In" button is positioned below the input fields. Below the button is a horizontal line with the word "or" in the center. Underneath is a button labeled "Pay with a credit or Visa Debit card". At the bottom of the page, there is a link "Cancel and return to Test Store" and language options "English" and "Français".

Payment – PayPal Guest

To continue the payment as a PayPal guest:

- Enter your email address
- Enter your phone number
- Enter your payment card number, expiration date and CVV
- Enter your billing address
- Uncheck 'Save Info & Create your PayPal account' to continue as a Guest (red box in example). Leaving this option checked will create a PayPal account
- Click 'Continue as Guest'

Pay with debit or credit card

We don't share your financial details with the merchant.

Country/Region
Canada

Email

Phone type
Mobile

Phone number
+1

Card number

Expiration date

CVV

Billing address

First name

Last name

Address line 1

Address line 2 (optional)

City

Province

Postal code

Shipping same as billing address

Save info & create your PayPal account

You agree to PayPal's [Privacy Statement](#) and confirm you're of legal age.

Continue as Guest

Have a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

Thank you for using Permit Central for your Public Works road operation's permits!



If you have any questions, please contact Public Works by using the contact information below:

**Public Works
Roads Operations**

705-324-9411 extension 1171

pwroads@kawarthalakes.ca