

Clay County ePermitting Registration

Utility, Moving & Access Permits

Applying and paying for Utility, Moving & Access Permits are done via the Clay County ePermitting System. In order to complete a permit, all users must complete the one-time registration process.

One-time Registration

1. Select **New User** in the upper right-hand corner.

The screenshot shows the top navigation bar of the Clay County Rt/Permit website. The page title is "Clay County Rt/Permit" and the sub-header is "Applications". In the top right corner, there are links for "Log in", "New user", "What's New", and "License agreement". The "New user" link is circled in red. Below the navigation bar, there is a section titled "Types of Applications" with three categories: "Utility" (represented by a construction barrier icon), "Moving" (represented by a truck icon), and "Access" (represented by a traffic cone icon). Each category has a table showing "Pending" and "Current" counts, all of which are zero. The RTVISION logo is in the bottom right corner.

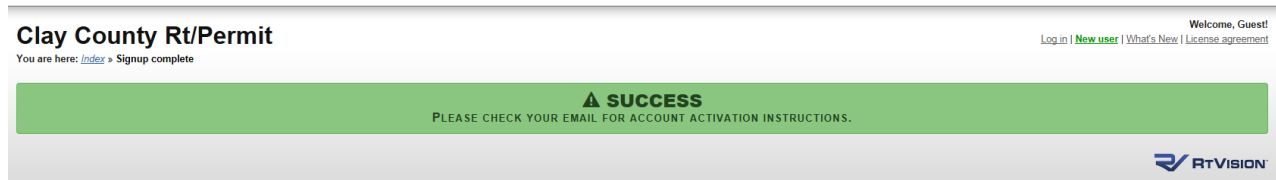
2. Select which permit type you intend to complete.

The screenshot shows the "Which service?" selection screen. On the left, there is a "What's this?" section with two bullet points: "Saves you time" and "Adds security". The main area has four buttons: "Utility" (with a construction barrier icon), "Moving" (with a truck icon), "Access" (with a traffic cone icon), and "Skip this step" (with a gear icon). The RTVISION logo is in the bottom right corner.

3. Complete the required **General Information** and click **Sign Up**.

The screenshot shows the "Your Profile" registration form. On the left, there is a "Tips" section with "Required fields" and "Passwords" sections. The main form area is titled "General Information" and contains several input fields: "Email Address", "Confirm Email Address", "Password", "Confirm Password", "First Name", "Middle Initial", "Last Name", "Address" (with sub-fields for Address Line 1 and Address Line 2), "City", "State", "Zip Code", and "Phone Number". A "Sign Up" button is located at the bottom left of the form and is circled in red. The RTVISION logo is in the bottom right corner.

4. Next, the **Success** screen will appear. You will receive an email to the address entered in the previous screen. It will contain a link to the main login page. By clicking the link you successfully complete the registration process.



If you have any questions, please do not hesitate to contact the

Clay County Highway Department at:

2951 41 ½ St S.

Moorhead, MN 56560

claycountymn.gov

Phone: 218-299-5099

Fax: 218-299-7304

Highway.department@co.clay.mn.us