

1) Visit the online portal at <https://www.citizenserve.com/urbanaininois>

2) Click on LOGIN in the top right:

**CITY OF URBANA**

Home Services My Account **LOGIN** Contact

**WELCOME TO OUR ONLINE PORTAL**

Thank you for visiting our website where you can access online services from your home, office, or mobile device.  
**Please Note: Only credit cards are currently accepted for payments online**

**RENTAL REGISTRATION**  
Do you have a rental home? Learn when you need a registration, submittal requirements, apply online, pay registration fees, and view the status of your registration application all from your home, office or mobile device.  
[RENEW A RENTAL REGISTRATION →](#)  
[SEARCH FOR A RENTAL REGISTRATION →](#)

**PERMITTING**  
Remodeling or adding on to your home? Apply online, view review status and pay permit fees all from your home, office or mobile device.  
[ABOUT BUILDING SAFETY PERMITS →](#)  
[APPLY FOR A PERMIT →](#)  
[SEARCH FOR A PERMIT →](#)

3) You'll see this LOGIN screen, choose "Register Now" on the right.

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**LOGIN**  
Home / My Account / Login

**Already have an account?**

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)  
[FORGOT YOUR PASSWORD →](#)

**LOGIN**

**New to our Portal?**

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

4) Choose the Registration Type "Restaurant/Bar".

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**REGISTER**  
Home / My Account / Register

Registration Type:

Indicates a required field

- Anonymous
- Citizen
- Contractor
- Landlord
- Restaurant/Bar**
- Tenant

5) Complete the information. Required fields are marked with a red line on the left. You will create your username and password at the bottom of the registration form.

LOGIN

[Home](#) [Services](#) [My Account](#) [Contact](#)

## REGISTER

[Home](#) / [My Account](#) / [Register](#)

| indicates a required field

| Registration Type:

| Email:

| Confirm Email:

| First Name:

| Last Name:

Home Address:

City, State, Zip:

| Business Name:

| Mailing Address:

| City, State, Zip:

| at least one phone number is required

Home Phone:

Cell Phone:

Work Phone:

Fax:

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| User Name:

| Password:

| Confirm Password:

SUBMIT