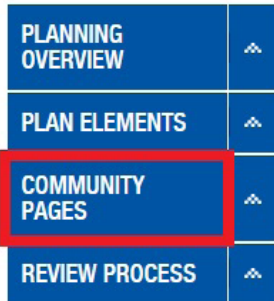


HOW TO REGISTER

LOCAL PLANNING HANDBOOK

HOW TO REGISTER FOR THE LOCAL PLANNING HANDBOOK ONLINE SUBMITTAL

1. Click on “Community Pages” in the left-hand navigation.



2. Choose your community’s name from the drop-down list.
3. Scroll down to the Online Plan Submittal. Click the “Register” button to open the registration form.



4. Enter your first name, last name, a user name, and email address.
Choose a passphrase and confirm it. A passphrase is a sequence of words, or combination of any letters and characters. It must be a minimum of 15 characters. There are no requirements for special characters. Then, click the “Register” button.
5. After completing the Registration Form, you will see the following message, with an account activation link.

Thank you for registering to use the Local Planning Handbook Online Submittal. Please check your email to complete your registration. After activating your email, click [here](#) to login to the online submittal application.

6. You will receive a confirmation email with a link. Click on the hotlink to activate your account. You will then see the following message.

Thank you for activating your account. Your registration is now complete. You can login to the Local Planning Handbook Online Submittal.
[Close Window](#)

7. You can close this window. Return to the webpage in step 5 and click on the hotlink to login to the Online Submittal application.
8. You are now registered and can use the Online Submittal.

See [How To Use the Online Submittal](#) for more information.

REGISTRATION PROCESS - HELPFUL HINTS / TROUBLE SHOOTING

Registration Error Message

In order to keep our system secure, email addresses and domains have been pre-approved. If you get an error message indicating that you are unable to register, contact the Reviews Coordinator, Raya Esmaeili, at 651-602-1616 or via email at raya.esmaeili@metc.state.mn.us to continue registration process.

It is likely that your name needs to be added to the approved user email list, which may take up to one day.

Forgot Passphrase

If you forget your passphrase click the “Forgot Your Passphrase?” button.

- You will be prompted to enter your user name and click “Submit”.
- You will then receive an email with a temporary passphrase.
- It is recommended that you change the temporary passphrase.
- To change the temporary passphrase, log in and click on your user name (see below).
- Enter the temporary and new passphrase, then click “Change Passphrase” button.

BACK

FORGOT YOUR PASSPHRASE?

COMMUNITY PAGES

Hello, [FreyaThamman](#) | Log off

LOCAL PLANNING HANDBOOK ONLINE SUBMITTAL

Select your community

Greenwood

Any Other Issues

If you have any other issues while trying to register, please feel free to contact the Reviews Coordinator, Katelyn Champoux, at 651-602-1831 or via email at reviewscordinator@metc.state.mn.us

October 2022