



HOW TO UPDATE ACCOUNT INFO

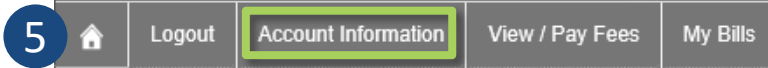
DEVELOPMENT HUB PDX

UPDATE GENERAL INFORMATION (ADDRESS, PHONE, ETC.)

1. Navigate to devhub.portlandoregon.gov.
2. Click the **Log In/Register** tab in the webpage toolbar.
3. The **Sign-In** menu populates.
4. Enter the email address and password for your account, then click the **Sign In** button.
5. Your DevHub home screen will populate; click the **Account Information** tab in the webpage toolbar.



6. The Contact Form window populates. Update account information in the appropriate field, such as **Name, Phone Number, street Address, and/or BCD/CCB info.**
7. Click the **Submit** button to save changes.



(required) indicates a mandatory field

Complete the registration form to create your account.

Portland Online Information

First Name: (required) Middle Name: Last Name: (required)

Primary Phone Number (required) Primary Phone Type:

Email: (required)

Address: (required)

City: State: Zip Code: (required)

Portal Information

Secondary Phone Number Secondary Phone Type

Organization Name

Please select the category that best fits your role on the permit:

A contractor A homeowner doing work

CCB Licence #

BCD Licence #

BCD Supervising #

NOTE: Email addresses cannot be updated in DevHub. See Page 2 for email update instructions.

If you have trouble updating your account information, please call the DevHub Help Line at (503) 823-1304





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UPDATE EMAIL ADDRESS (ONLY)

Updating email addresses associated with DevHub accounts currently requires manual assistance from the DevHub support team.

Request assistance in one of two ways:

- Call the DevHub Help Line at (503) 823-1304.
- Use the DevHub PDX Feedback form at <https://www.portlandoregon.gov/bds/79366>. (The DevHub PDX Feedback form can also be accessed via link on the DevHub homepage.)



PLEASE NOTE: You cannot have more than one POG account associated with the same email address. If you try to update your email to an address already in use with another account, you will receive an error message and be prompted to enter an alternative address.

If you have trouble updating your account information, please call the DevHub Help Line at (503) 823-1304