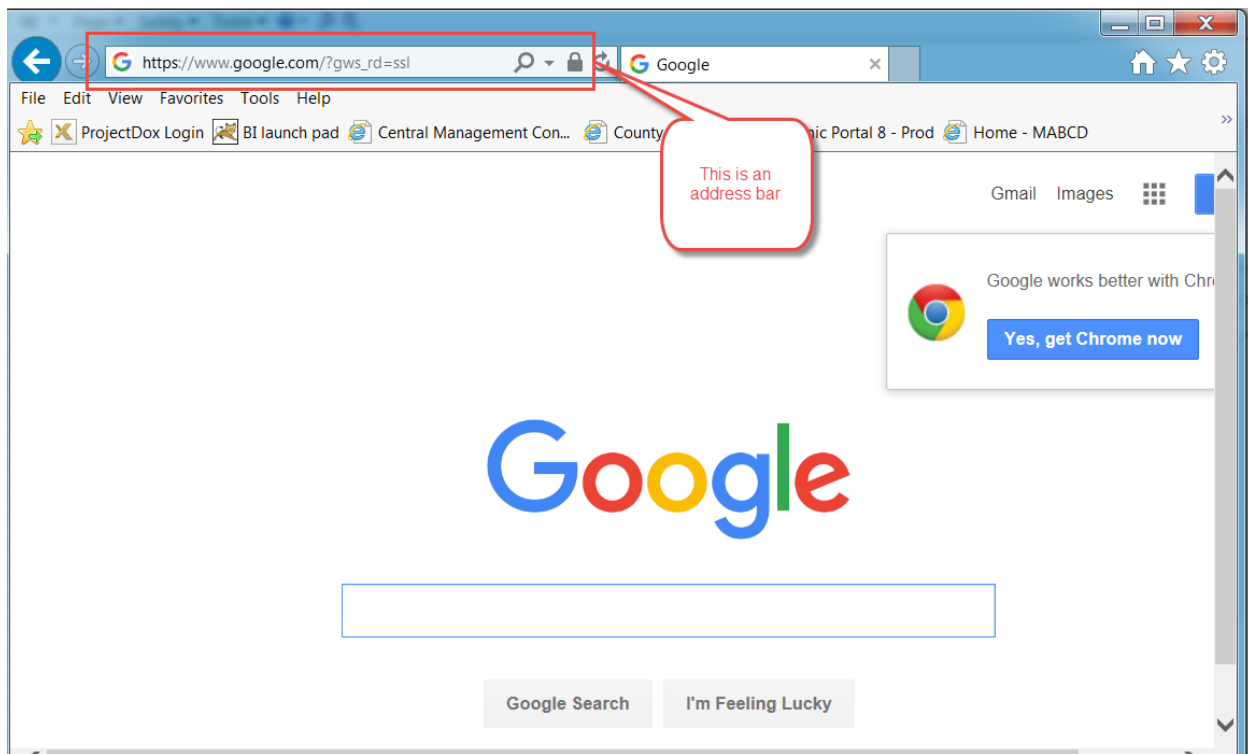


How to create a Dynamic Portal Account for Contractors

Logging into the Dynamic Portal ([https:// mabcpportal.sedgwickcounty.org](https://mabcpportal.sedgwickcounty.org))

When logging into the City of Wichita's site for the first time, these are the steps to follow:

1. Bring up a browser and type into the URL/Address box at the top of the page – <https://mabcpportal.sedgwickcounty.org> (NOTE: Don't forget the 's' in the https.)



2. Click on the link “Forgot your password?”

METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)

Welcome to MABCD's Dynamic Portal (Permits and Neighborhood Code Violation Reporting)

- EPLANS - Start the Plan Review with a PLR application under Building Applications. For detailed submission instructions, [Click here.](#)**
- ONLY LICENSED CONTRACTORS CAN APPLY FOR PERMITS ON LINE**
- CONTRACTORS:** CALL MABCD FOR YOUR USER ID. REGISTERING FOR AN ACCOUNT WILL NOT ALLOW YOU TO SCHEDULE INSPECTIONS, ADD PERMITS, ETC.
- This site is for City of Wichita and Sedgwick County unincorporated only.** Contact the small city (Derby, Mulvane, Maize, Valley Center, Haysville, Park City, etc.) if building in a small city jurisdiction.
- Contractors: Applications for permits on line are not valid until the application has been approved and paid in full.**
- Neighborhood Code Violations:**
Please call 316-660-9220 to report neighborhood violations.

Sign In

User Name:

Password:

☐ Remember me on this computer

Sign In

Or

Sign in Anonymously

[Forgot my password](#)

First time here?

(Not for Contractors)

[Register for an online account](#)

3. On the “Forgot your password?” screen, enter your license number as your User Name.
4. If your license number is less than 5 digits long, pad the number to the left with zeros. For example:
- a. Your license number is 1. You would enter 00001 for your User Name.
 - b. Your license number is 12. You would enter 00012 for your User Name.
 - c. Your license number is 123. You would enter 00123 for your User Name.
 - d. Your license number is 1234. You would enter 01234 for your User Name.
 - e. Your license number is 12345. You would enter 12345 for your User Name.

Metropolitan Area Building and Construction Department (MABCD)

To reset your password:

- ☐ Specify your Online Account Information
- ☐ Click "Continue"

* = Required Information

Online Account Information

Specify your email address.

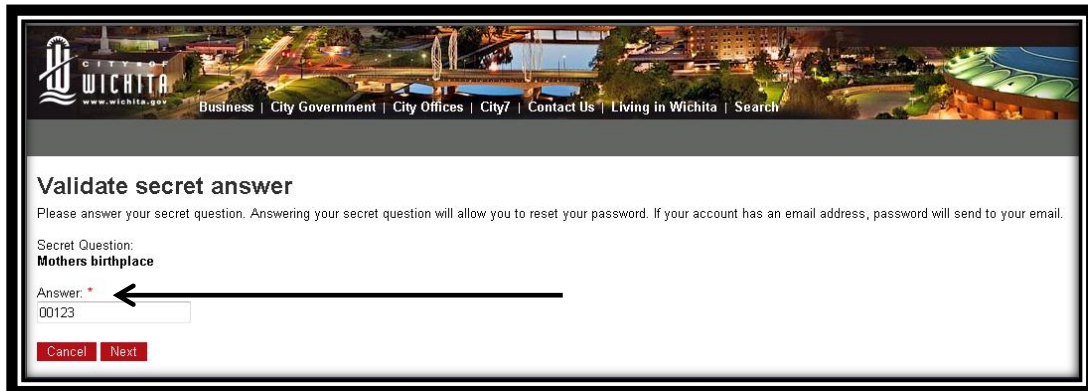
Email Address: *

Or your user name

User Name: *

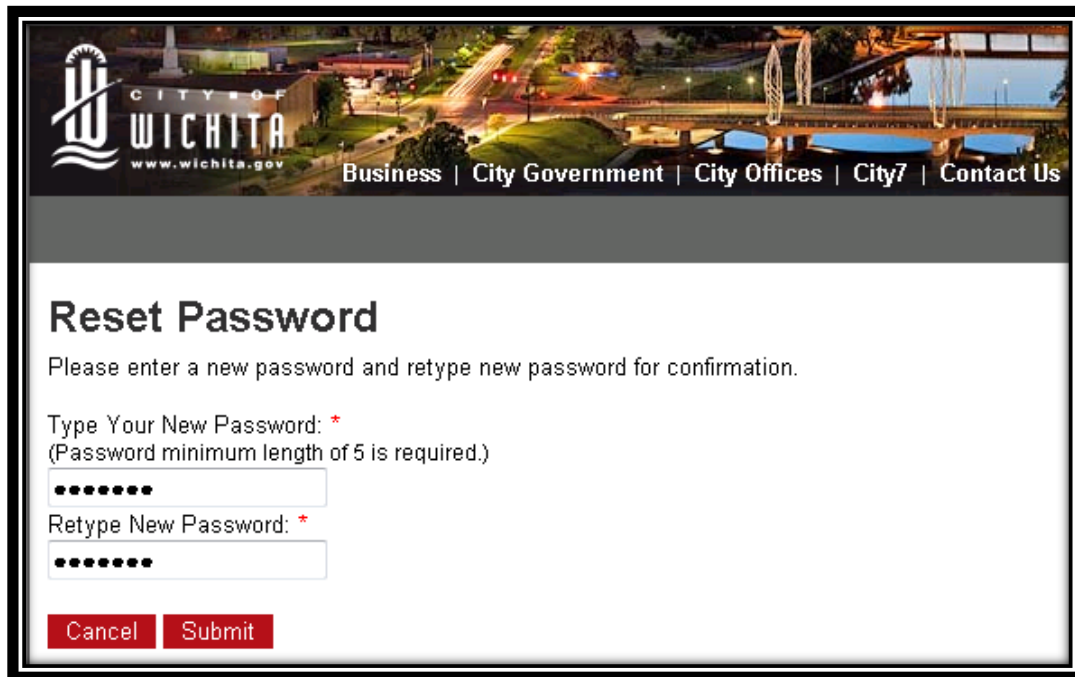
Cancel Continue

5. Click the Continue button.
6. On the “Validate secret answer” page, enter your license number again (just like you did in #4 above) in the Answer textbox.



The screenshot shows the 'Validate secret answer' page. At the top is a navigation bar with the City of Wichita logo and links: Business, City Government, City Offices, City7, Contact Us, Living in Wichita, and Search. Below the navigation bar is a header image of a cityscape at night. The main content area has the title 'Validate secret answer' and a sub-header 'Please answer your secret question. Answering your secret question will allow you to reset your password. If your account has an email address, password will send to your email.' The 'Secret Question' is 'Mothers birthplace'. The 'Answer' field contains '00123' and has a red asterisk indicating a required field. A red arrow points to the answer field. At the bottom are 'Cancel' and 'Next' buttons.

7. Click the NEXT button.
8. You will be asked to reset your password.
9. Your password must be at least 5 characters long.



The screenshot shows the 'Reset Password' page. At the top is a navigation bar with the City of Wichita logo and links: Business, City Government, City Offices, City7, and Contact Us. Below the navigation bar is a header image of a cityscape at night. The main content area has the title 'Reset Password' and a sub-header 'Please enter a new password and retype new password for confirmation.' The 'Type Your New Password' field has a red asterisk and a note '(Password minimum length of 5 is required.)'. The 'Retype New Password' field also has a red asterisk. Both password fields are masked with dots. At the bottom are 'Cancel' and 'Submit' buttons.

10. You will get a confirmation that your password has been changed. Now, you can log into the City of Wichita’s contractor site by using your license with leading zeros (see #4 above) and the new password you typed in.



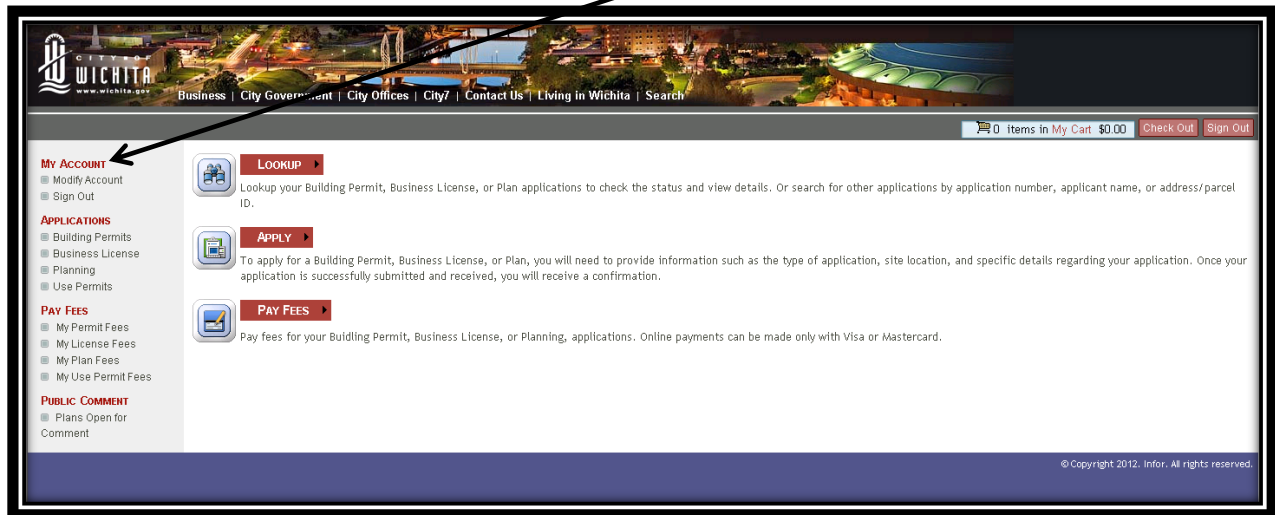
[Business](#) | [City Government](#) | [City Offices](#) | [City7](#) | [Contact Us](#) | [Live](#)

Password Reset Confirmation

Success! Your password has been reset.

Modifying your Account (Adding/Changing Email accounts)

When you need to add or change your information (phone number, email, address, etc.), you will choose “Modify Account” on the left, vertical menu.



You can update several fields to keep your information current, but please **keep your whole business name in the Last Name field.**

You can enter your business name in the Company Name, but the City of Wichita staff uses the Last Name field to hold business names. This is how we can speed up searches.

Modify Login Personal Information

Please enter or change your contact information:

*= Required Information

Modify and change contact information as desired

Click "Submit"

User Name:	<input type="text" value="02806"/>		
New Password:	<input type="text"/>		
(Password minimum length of 5 is required.)			
Confirm New Password:	<input type="text"/>		
Select A Secret Question To Reset Password: *	<input type="text" value="Mothers birthplace"/>		
Enter Your Secret Answer: *	<input type="text" value="00123"/>		
Title:	First Name: *	MI:	Last Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="YOUR FULL COMPANY NAME"/>
Company Name:		Position:	
<input type="text"/>		<input type="text"/>	
Address: *			
<input type="text" value="3055 N HOOVER RD"/>			
<input type="text"/>			
City: *	State/Province: *	Postal Code/ZIP: *	
<input type="text" value="WICHITA"/>	<input type="text" value="Kansas"/>	<input type="text" value="67205-1109"/>	
Country:			
<input type="text"/>			
Daytime Phone: *	Evening Phone:		
<input type="text" value="(316)555-5555"/>	<input type="text"/>		
Fax Number:	Mobile Phone:		
<input type="text"/>	<input type="text"/>		
Email Address:			
<input type="text" value="myemail.emai.com"/>			

Keep or enter your full business name here.

Don't forget to check your email.