

The first step in accessing the Plans and Permits portal is to create a new account.

1. Go to the site: <https://friscoplansandpermits.avolvecloud.com/Portal/>

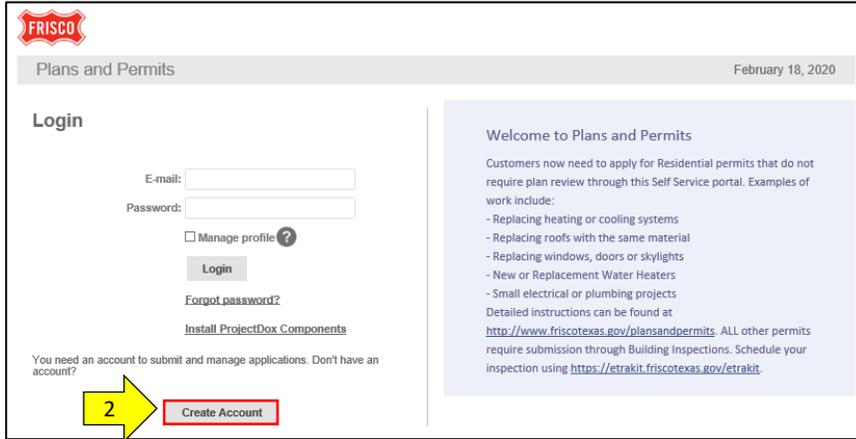


Figure 1 Self-Service Portal

2. Select the **Create Account** button.
3. Enter the required information indicated by a red asterisk (\*). Follow the password requirements.  
**TIP** You can make updates later if needed using the **Manage profile** login option or the **Profile** tab once you are logged in.

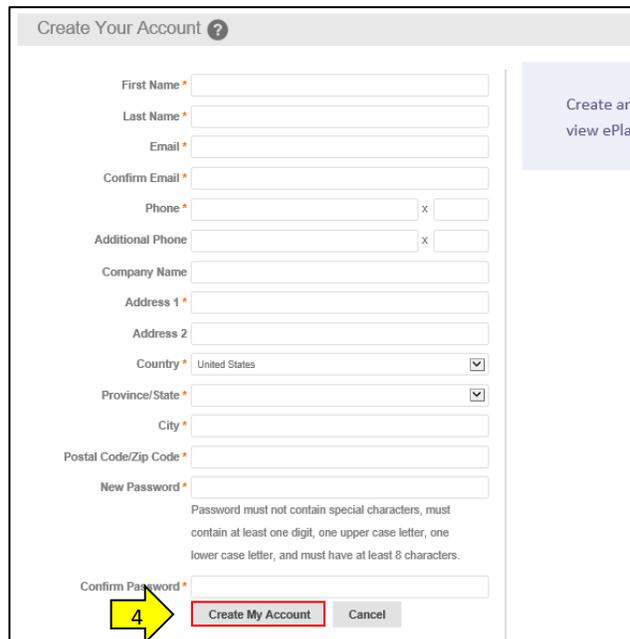


Figure 2 Create Your Account

4. Select the **Create My Account** button. A Verification Page will open for entry of the verification code received by email.
5. Check email for the verification code. It will come from [friscoplansandpermits-donotreply@avolvecloud.com](mailto:friscoplansandpermits-donotreply@avolvecloud.com). *You must use this code within 4 hours, or it will expire.*

**TIP** If you don't see the email message within a few minutes, check the spam folder.

**TIP** Click on the **Resend Code** button to receive a new email.

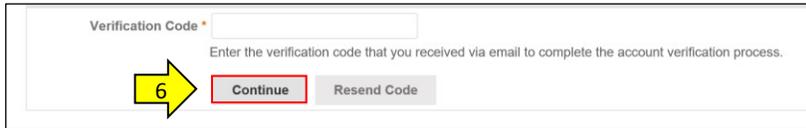


Figure 3 Verification Page

6. Enter the code into the Verification Page and select the **Continue** button.

7. Once your account is verified, log into the site.

**TIP** If you receive the message that an account exists for this user already, follow the '**Forgot Password?**' link on the Login page.

If you have further questions visit <https://www.friscotexas.gov/PlansAndPermits>.