Registering as a Citizen User:

This will allow you to speed up applying for permits as it will autofill your information on the Applicant page. It is also the only way that you will have access to apply.
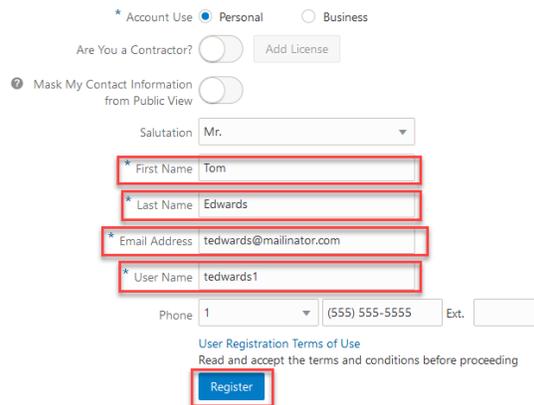
1. Go to https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html

2. Click **Register** in the upper right.

3. Enter your **First Name**, **Last Name, Email Address** and **User Name** and click **Register**. **(Note**: All fields with the * are required.)

4. Check your email for an Oracle Welcome email. **(Please check your junk mail)**

   Example:
   Subject: Oracle Fusion Applications-Welcome E-Mail
   Dear Vallejo Customer,

   Congratulations! Your Oracle Fusion Applications account has been successfully created.

   Please follow the link below to reset your password.

    https://emwp.fa.us2.oraclecloud.com:443...

   For any issues, contact your system administrator.
   Thank You,
   Oracle Fusion Applications

5. Click the link in the email to set your password. Keep in mind the following password requirements:
   - The password must be at least 12 but not more than 40 characters
   - The password must not contain the user name or the first or last name of the user
   - The password must contain at least 1 uppercase letter
   - The password must contain at least 1 lowercase letter
   - The password must contain at least 1 numeric character
6. Return to the link in step 1 and sign in with your user name and password to verify that you are able to access the system.