



How to Create an Account Town of Holly Springs CityView Portal

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ID and Password

- <https://cityview.hollyspringsnc.us/portal>
- Select **Register**
- Enter email address, this will be the Login/User ID
- Create a password.

[Sign In / Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Create Account

Step 2: Contact Information

Step 3: Registration Complete

Welcome to City of Anywhere Portal Registration

— ▼ Please enter your email address and choose a password _____

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID) *
It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

Password (min. 8 characters) *

Confirm Password *

License Link

You may link your Portal account to an existing Business or Contractor license record in the next step.

- Select "No" and move ahead to the Contact Information screen.

[Sign In](#) / [Register](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
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Contact Information

Would you like to associate your account with an existing Business license?

Contact Information

- **Name** - the full name that will be used in correspondence.
- **Preferred Contact Method** - select email, CityView can send generated letters as PDF attachments to emails automatically.
- **Street Address** - the street number and name, PO Box, APO, etc.
- **City/State** - the city maybe free typed, the State is pre-populated with all US states.
- **Zip** - the zip maybe free typed.
- **Contact Number(s)** - at least one phone number is required. Additional numbers are not required.
- **Captcha** – complete the captcha to prove you're not a robot

Portal Registration Confirmation/Activation Email

- Registrants will be sent an email to confirm registration and **activate** the account.
- Check your spam/junk folder if you don't receive the activation email.

[Sign In](#) / [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1:
Create Account

Step 2:
Contact Information

Step 3:
Enter Contact Information

Step 4:
Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to jdoe@domain.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.