

First, type the URL into your web browser: https://www.tocite.net/ adamscounty/portal.



From the main screen, click Login to create an account. You must create an account to register and review your vehicle permits.

A valid email is required to create an account.



Click Create Account.

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First Name	Let Note
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Once all information is filled out, click **Create Account** at the bottom.



Once logged in, you can register your vehicle.

**Click View Permits.** 



Click Register to continue.



Please fill out all sections. Scroll down to add more information.

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Once filled out, attach a photo of a current vehicle registration. Renters must attach a copy of their lease or a utility bill showing the address of their current residence. After all files are attached, click Add Vehicle to Permit.

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Once completed, click **Register for Permit.** Once processing is complete you will receive a confirmation email and can view/edit all permits online.