

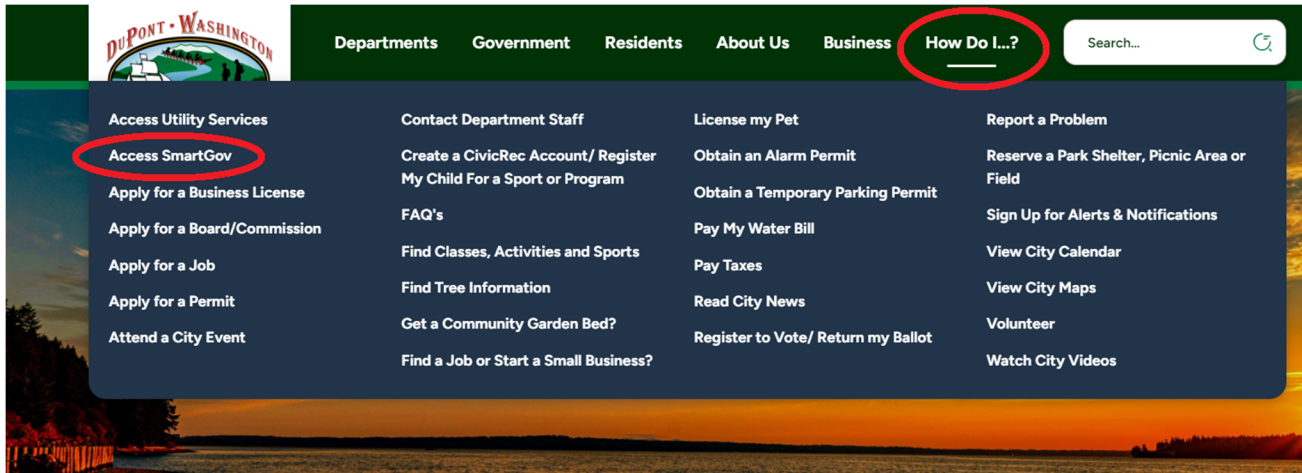


How to Apply for a Solicitor License

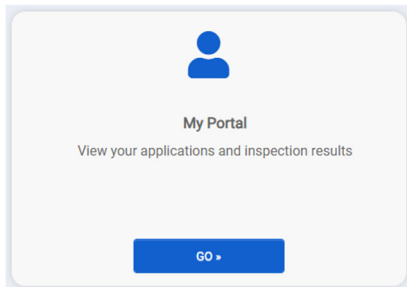
SmartGov Online Portal

City of DuPont | (253) 964-8121 | www.dupontwa.gov

1. Go to the City of DuPont website: www.dupontwa.gov.
2. Hover your mouse over the **How Do I?** box in the upper right corner and then click on **Access SmartGov** in the drop-down menu.



3. Your internet browser will automatically open the SmartGov website (<https://ci-dupont-wa.smartgovcommunity.com/Public/Home>) in another tab.
4. Click on the **Go** button in the **My Portal** box.



5. Complete the fields to create your account. **You do NOT need an access code.**

1 Account

2 Contact

3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

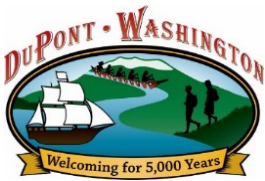
Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.



How to Apply for a Solicitor License

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6. Complete the contact fields.

1 Account 2 **Contact** 3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

[< PREVIOUS](#) [NEXT >](#)

7. Review your information, then click the **Create My Account** button.

1 Account 2 Contact 3 **Review**

Review the information below

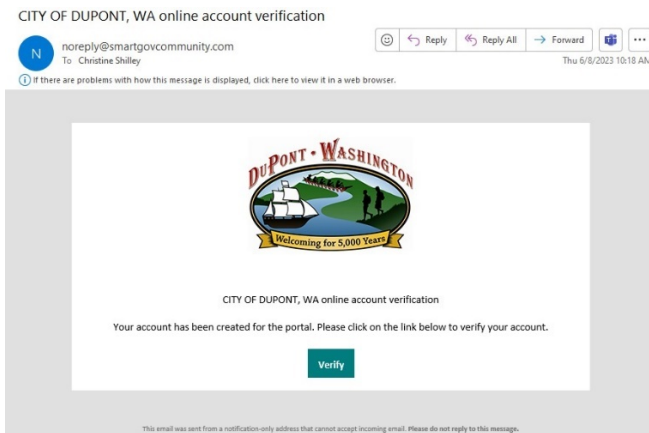
Account [edit](#)
testemail@gmail.com

Contact [edit](#)
Bob Smith
DISPLAY NAME: Smith, Bob
1700 Civic Dr
DuPont, WA 98327
123-456-7890 PHONE

☐ I agree to the [Terms And Conditions](#)

[✓ CREATE MY ACCOUNT](#)

8. You will receive an automated email from SmartGov—you will need to click on the **Verify** button.



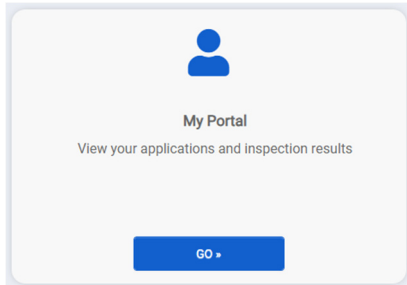


How to Apply for a Solicitor License

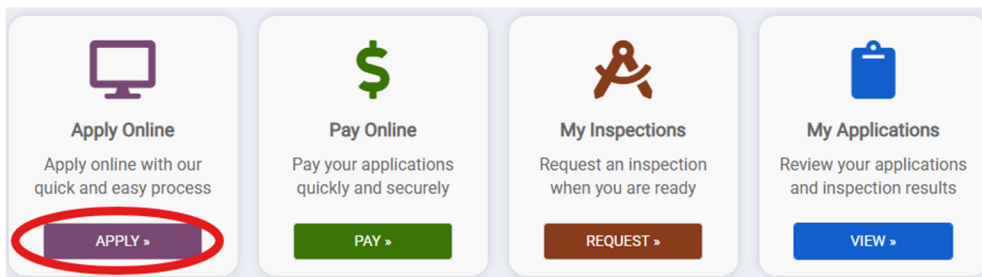
SmartGov Online Portal

City of DuPont | (253) 964-8121 | www.dupontwa.gov

9. When you verify, it will automatically open SmartGov in your internet browser, however **you might have to re-login**.
10. Click on the **Go** button in the **My Portal** box.

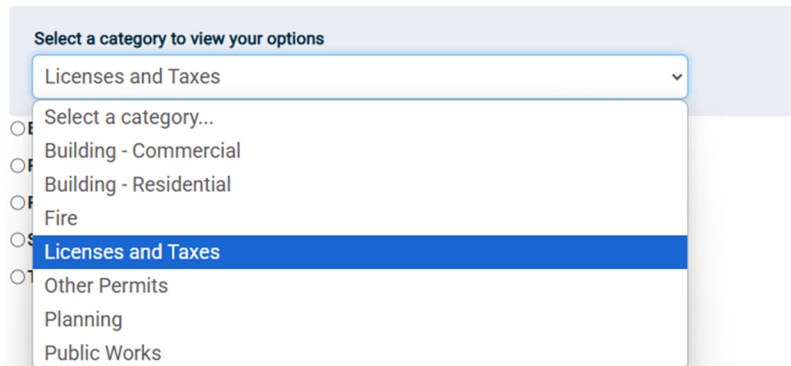


11. Click on the **Apply** button.



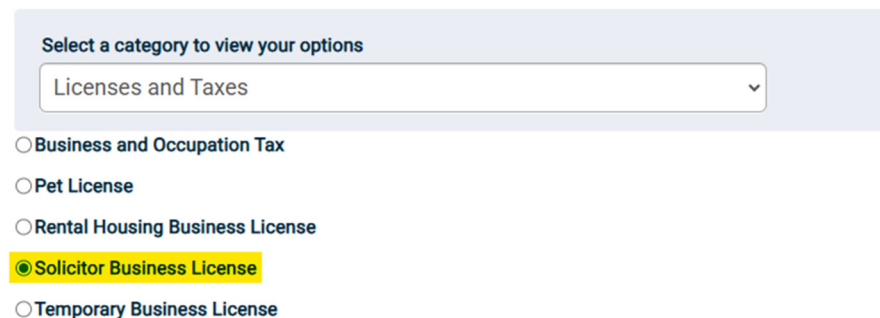
12. Select the **Licenses and Taxes** category from the drop-down menu.

What type of application do you need today?



13. Click on **Solicitor Business License** from the options shown.

What type of application do you need today?





How to Apply for a Solicitor License

SmartGov Online Portal

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14. Enter your business name in the **Doing Business As** field.

- 1 Type
- 2 Location
- 3 Details
- 4 Review

Start your application

Please enter **N/A** in the **Doing Business As** field if it is not applicable to your license application.

License Type: *

Doing Business As: *

Licensee: Chris Shilley w/ City of DuPont

CANCEL

NEXT →

15. Enter the address for your business.

1 Type

2 Location

3 Details

4 Review

Site location

Business? Enter the Physical Address of the Business in the City of DuPont

Pet License? Enter the Home Address in the City of DuPont

I want to enter a parcel # instead.

Address:

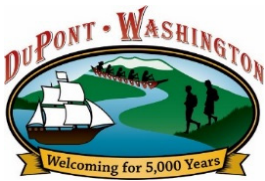
City:

State:

Zip Code:

← PREVIOUS

NEXT →



How to Apply for a Solicitor License

SmartGov Online Portal

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16. Complete the application as it applies to your business, then click the **Next** button.

- 1 Type 2 Location **3 Details** 4 Review

License details

Please complete all areas that apply. If your contact information changes during the license term, please call DuPont City Hall at (253) 964-8121.

PLEASE UPLOAD ANY REQUIRED SUBMITTALS AND PAY ANY FEES AFTER SUBMITTING YOUR APPLICATION TO ENSURE YOUR APPLICATION IS COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

LEGAL BUSINESS NAME: *

Unified Business Identifier (UBI): *

Name (Individual): *

Driver's License Number: *

Describe the Services and/or Products You Will Be Soliciting/Peddling: *

Business PHYSICAL Address (No PO Boxes): *

Business MAILING Address: *

Office Contact Name: *

Office Contact Email: *

Business Website:

Business Phone Number: *

I hereby certify that the statements furnished by me on this application are true and correct to the best of my knowledge and belief.: *

I understand that EACH solicitor must have their own solicitor business license and have it available to display to residents.: *

← PREVIOUS

NEXT →

17. Review your application. If everything is correct, click the **Save and Continue** button. You should see a pop up that looks like this:

Your license application is submitted!

BL-2025-SOL-001

Confirmation email sent to permittech@dupontwa.gov

Application Status: **Pending**

The next page outlines the details of your license application.

Please review this page to see if any additional actions are needed to process your application.

GO TO MY NEW LICENSE



How to Apply for a Solicitor License

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18. To view your submitted application, click on the **View** button in the **My Applications** box on the right.

Apply Online
Apply online with our quick and easy process
APPLY »

Pay Online
Pay your applications quickly and securely
PAY »

My Inspections
Request an inspection when you are ready
REQUEST »

My Applications
Review your applications and inspection results
VIEW »

19. Click on the **blue** license number in the **Active** applications section.

Active
▲ 1 record

Licenses

Number/Type	Business	Effective	Expires	License Status	Renewal Status
BL-2025-SOL-001 Solicitor Business License	N/A 1700 Civic Dr			Pending	Pending

20. Click on the **Pay Online** button to pay the fees with a credit or debit card.

BL-2025-SOL-001 Solicitor Business License [Contact](#)

Business: N/A 1700 Civic Dr DuPont, WA 98327	License Status: Pending Renewal Status: Pending Effective: 2/26/2025 Expires:	Due Now: \$15⁰⁰ Pay Online » Additional fees may be required
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[Contacts](#) [Details](#) [Submittals](#) [Approval Steps](#) [Fees](#) [Conditions](#)

Need additional help?

Please contact our permit technician at (253) 912-5217 or PermitTech@dupontwa.gov.