

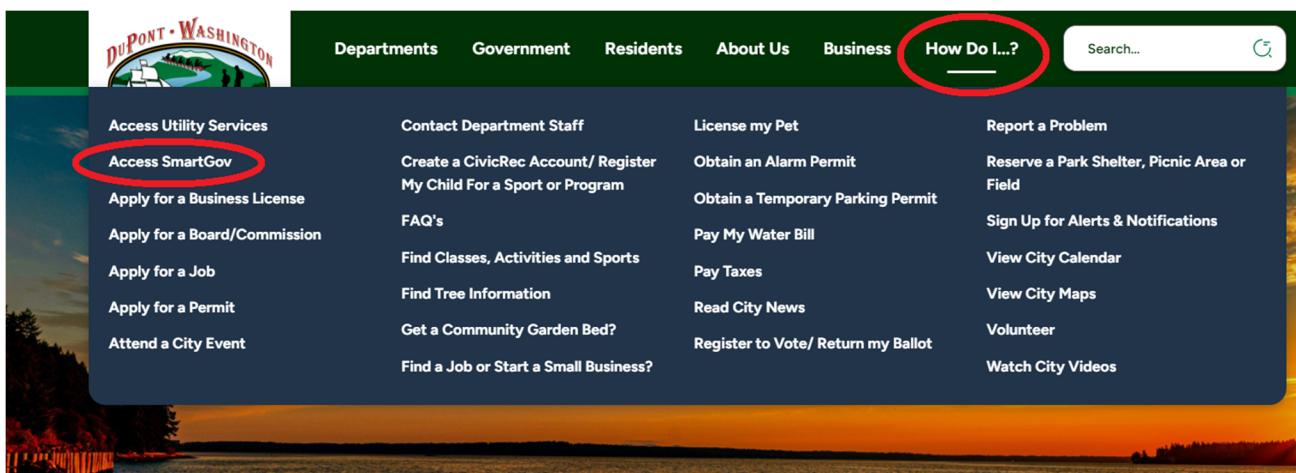


How to Apply for a Solicitor License

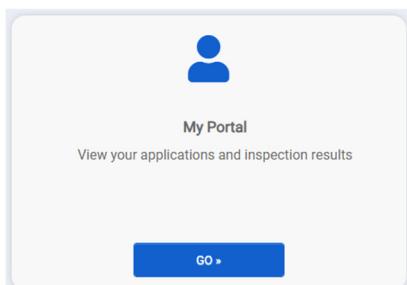
SmartGov Online Portal

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.

[CANCEL](#) [NEXT →](#)



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: * Select an Option

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

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

Phone Type: * Select an Option

[◀ PREVIOUS](#) [NEXT ▶](#)

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

1 Account 2 Contact 3 Review

Review the information below

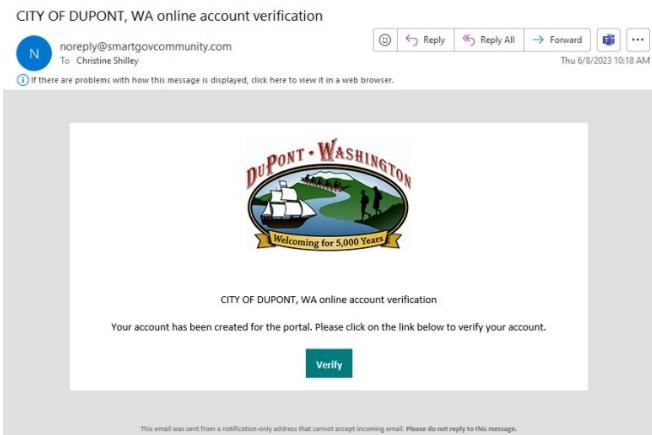
Account [edit](#)
testemail@gmail.com

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.



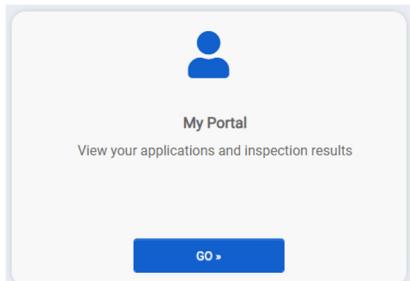


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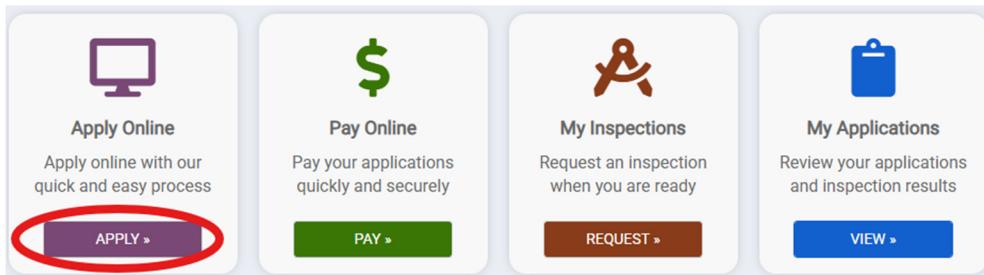
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9. When you verify, it will automatically open SmartGov in your internet browser, however **you might have to re-login.**
10. Click on the **Go** button in the **My Portal** box.

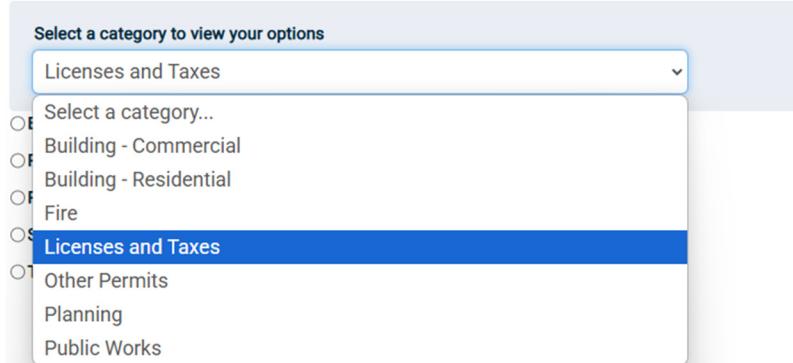


11. Click on the **Apply** button.



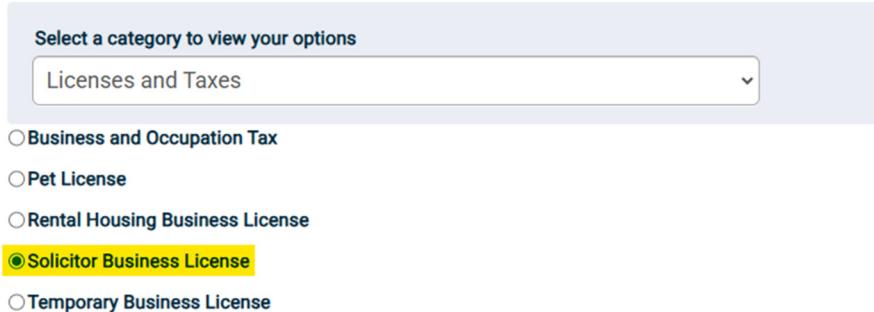
12. Select the **Licenses and Taxes** category from the drop-down menu.

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

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:



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](#)

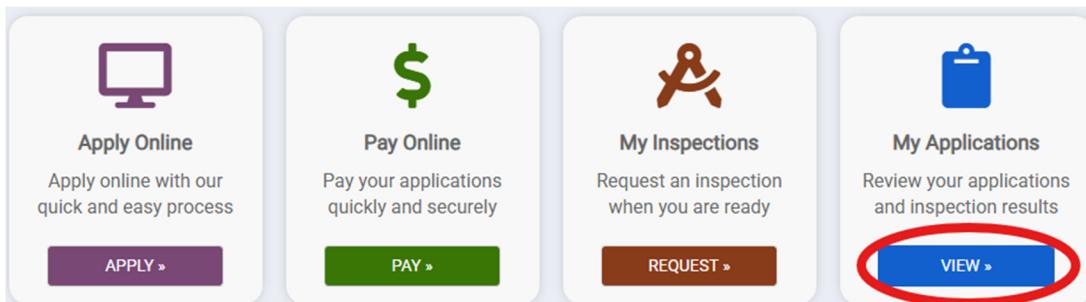


How to Apply for a Solicitor License

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



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

Active					
▲ 1 record					
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.