

Release Date: March 2022

ACCESSING YOUR MYSURREY ESC SUPERVISOR PORTAL ACCOUNT

ESC Supervisors will receive an account activation email which includes the Access Code needed to link their ESC Supervisor records to the MySurrey Portal.

If you already have a MySurrey account linked to the business email specified in the activation email, please go to step 8.

If not, please follow the steps below to setup a new MySurrey profile and link it to your business email account for a Surrey ESC Supervisor Account.

SETTING UP YOUR MYSURREY ACCOUNT - SHOULD YOU NOT HAVE ONE ALREADY

 Go to surrey.ca and click on MySurrey at the top of the page. Click on "Sign Up".

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	esc Supe • What is MySurrey Account?	G
	Welcome to ESC Supervisor Portal Welcome to the City's on-line Erosion and Sediment Control web service for ESC Supervisors. This portal is a requisite for managing the submission of inspection reports and all permit-related requests associated with each ESC Permit the ESC Supervisor is registered against.	
	To use this system you must be a registered ESC Supervisor attached to an Erosion and Sediment Control Permit. Before using this system and signing on to be an ESC Supervisor, please ensure that you are fully aware of the following:	

 This prompts another screen where personal information can be entered.
 Please note that most fields are mandatory.

Note: Here you must enter the email address in which the access code was received. It should be a named business account (i.e. johnsmith@esccompany.ca) and not a generic account (info@esccompany.ca).

John Smith Email Phone Number - Optiona/ ismith@surrey.ca 604-591-4011 Password	Smith Phone Number - Optional 604-591-4011
Email Phone Number - Optional jsmith@surrey.ca 604-591-4011 Password	Phone Number - Optional 604-591-4011
jsmith@surrey.ca 604-591-4011 Password	604-591-4011
Password	
Confirm Password	



 Once you have entered all the information and clicked "Sign Up", a verification link will be sent to your email.

MySur	rey Account	ж
	Check Your Email	
	A verification link has been sent to your email. Open the link sent to:	
	Resend Verification Link	
	A verification link has been sent to your email. Open the link sent to:	

 You will receive an email, see right, from City of Surrey for verification within a couple of minutes - if not, check your spam and junk folders. Click the Verify Email button in the email to continue the registration process.



Verify Your Email

Hi John Smith,

You're just a step away from creating your MySurrey Account. Verify your email below.





5. You will be directed to the page shown. Enter the Portal password with which you set up your account (refer to steps 4 and 5) and click "Sign In".

6. You will be prompted with a Welcome message.

You can improve your authentication settings by clicking on "Verify Phone Number" or you can choose

to "Skip for now".

	Account
Sign In to an Existing Account	Don't Have an Account?
Email	Create a <u>MySurrey account</u> for a personalized and secure experience when completing your online services with the City of Surrey.
	For select services, you can:
Password Forgot password?	 View and complete your transactions Monitor your request activity details Manage your News & Updates subscription
Stay signed in	

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	Welcome John!
Welcome to your N	/lySurrey account!
This is your online ac requests, transaction	count to access select City online services. Your account gives you access to track your s, and manage your News & Updates subscriptions.
Verify Your Phone	Number
Increase the security authenticate your acc	of your account by entering your mobile phone number. A verified number helps to ount and can be used to reset your password.
	Verify Phone Number





7. After setting up, your account is ready to use. Click "Close".

MySurrey Account		
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	Your account is setup and ready to use.	
	Close	
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After Completing Step 7 – the system will take you directly to step 11.

LINKING YOUR ESC SUPERVISOR ACCOUNT SHOULD YOU ALREADY HAVE A MYSURREY ACCOUNT

8. To open the ESC Portal, go to the City of Surrey website at surrey.ca and in the header menu, click "Online Services".

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Contemport a Problem Report a Problem leport problems or submit requests to se City.	Activities & Classes Bearch and register for activities like swimming, skating and drop-in hockey at	ESC Supervisor Reports
	City facilities.	obligations under their ESC permits.
City Government Household and Property	Activities	
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Vaste Wizard	Online Programs & Events	Store to Door



9. Click on the "ESC Supervisor Reports" card on the page.



10. On the ESC Supervisor Reports homepage, click "Continue".



 A one-time Registration screen (see right) will prompt you to enter the Access provided by City of Surrey staff via the email. Once you have entered the access code, click Submit.

	Access Code	
To use the ESC Superviso information, please <u>click h</u>	r Portal, you need an access code. If you do not have one or ne lere.	ed more
Enter Access Code		

	Out we'r	

Your MySurrey account is all setup and you're ready to use the New ESC Supervisor portal.

