



Create Your TDCO Account

LINK: <https://tdc-online.tucsonaz.gov>

Click the word “Guest” in the upper right-hand corner and select the option to Register.

Once you start the registration process, the system will guide through each of the steps below.

1. Email Address

Enter your email address and click “Next”.

A confirmation message will be sent to your account (check your junk folder if it doesn’t arrive in a minute or so.)

Open the message and click the “Confirm” link.

You’ll be sent back to the TDCO website. Click the “Register” button to continue.

2. Login Information

Now enter a username and password.

The password must be at least 8 characters long with at least one upper case letter and one number. Allowed special characters are as follows: !@#\$\$%^&*

Adjust your password as necessary until you see the green “Strong” message.

Finally, confirm your password by entering it again in the confirmation field. Then click “Next”.

3. Personal Info

Enter the information requested in each form field. All of the fields are required except for the Middle Name and Company Name. Click “Next”.

4. Address

Enter your billing address including street address, city, state and postal code, and click the “Next” button. Enter your contractor information if applicable, with business name, license type, ROC number, and license status.

5. Signature

Type your name to electronically sign the page, and you can either switch the toggle to type your signature or use the mouse to sign your signature in the space provided. If you do not like the way the signature looks, you can press clear and try again. Then press submit.

Most registrations are accepted immediately. In some cases, however, a message may appear informing you that your registration needs to be reviewed before gaining access to the system.

After completing registration process, the system will redirect the browser to your TDCO Dashboard.

Note that the name in the upper right corner of the page has changed from “Guest” to your name. Two items will also be added to the main menu – **Dashboard** and **My Work**.

You’re now ready to being applying for permits, scheduling inspections and paying for your

services online.