

Registration Manual

Online Services

Vila do Bispo City Council

The Online Services can be accessed by two types of users:

☑ Unregistered / identified users: access the Online Services, consulting the information on each form and have access to the forms in PDF format;

☑ Registered users: in addition to the permissions of unregistered / identified users, they can fill and submit requests online and check the status of the processes in which they are involved.

Registration with Online Services can be done in two ways: using the Citizen Card or manually.

In case you want to register **manually**, you should, on the Online Services homepage, click on the “Registrar” link, as shown in the following image:



Then, you must fill in the form data, as shown in the following image, as well as attach a photocopy of your ID Card/Passport and proof of address.

Identificação

Nome*

E-mail*

Contribuinte*

Telefone*

Morada ou sede social

Rua*

Número* Andar*

Lugar

Freguesia*

Cód. Postal* Localidade*

Definição da palavra chave

Palavra chave* Utilize pelo menos 9 letras e/ou números.

Verificação da palavra chave* Paragarantir que a palavra chave está correta por favor escreva-a novamente

* Campos obrigatórios

Anexos

- Fotocopia do CC [Selecione] [Upload](#)
- Comprovativo de morada [Selecione] [Upload](#)

[Efectuar registo](#) [Limpar](#)

All fields marked with an asterisk are mandatory. If you do not attach a photocopy of your Citizen Card and proof of address, you will have 7 working days to send these documents to the City Hall services. After filling in all fields, you must click on the “**Efectuar registo**” button.

After submitting the request, a link with the subscription contract will be made available, as shown in the image below, which you must open and save.

The screenshot shows the website header for Vila do Bispo with navigation links: HOME, NOTÍCIAS, PROJECTOS, MÉDIA, SERVIÇOS ONLINE, CONTACTOS. A search bar is present with the text 'pesquisar...'. Below the header, there are links for 'Autenticação', 'Registar', and 'Recuperar palavra-chave'. A sidebar on the left lists 'Serviços OnLine' including Gestão Documental, Urbanismo, Águas e Saneamento, Balcão do empreendedor, Ação Social, Gabinete de Apoio ao Município, Educação, Transportes, and Reclamações/Sugestões. The main content area displays a confirmation message: 'Registo de documento' with a green checkmark icon and the text 'O seu pedido foi registado com o identificador: E7150. Use este link para obter certificado em pdf'. Below this, there is a section for 'Assinatura do Certificado' with the text 'O PDF do certificado pode agora ser assinado digitalmente com o seu cartão de cidadão. Use este link para assinar o certificado.'

Then, you will need to validate your email address. To do this, you must access your email, where you will find a message similar to the one shown in the image below:

Responder Responder a Todos Reencaminhar



seg 24-02-2014 15:09

informatica vb <informatica@cm-viladobispo.pt>

Ativação de Endereço de Correio Eletrónico

Para

Caro(a) [redacted]
Este endereço de correio eletrónico foi associada à sua conta.
Por favor, utilize a ligação abaixo para confirmar a sua validade.
Obrigado

[http://servicos.cm-viladobispo.pt/ValidaEmail.asp?
a=r00ABXQACTIyMIA5NiQzOA==&b=r00ABXQAHnNhbXVlbC5sb3Blc0BibS12aWxhZG9iaXNwby5wdA==](http://servicos.cm-viladobispo.pt/ValidaEmail.asp?a=r00ABXQACTIyMIA5NiQzOA==&b=r00ABXQAHnNhbXVlbC5sb3Blc0BibS12aWxhZG9iaXNwby5wdA==)



You must click on the link above to validate your email address.

After validating your email address, you must wait 24 to 48 hours for confirmation and activation of your account on Online Services by the competent services. As soon as this process is completed, you will be informed by email to the email indicated in the registration. Once this happens, you are able to use all the functionalities of the Online Services of the Municipality of Vila do Bispo.

In case of doubts, you can contact us through the following means:

Phone: 282 630 600

Email: servicos.online@cm-viladobispo.pt

Mail to:

Câmara Municipal de Vila do Bispo

Paços do Concelho

8650 - 407 Vila do Bispo

Opening hours/ attendance:

From monday to friday (Except holidays)

From 09:00am until 3.30pm