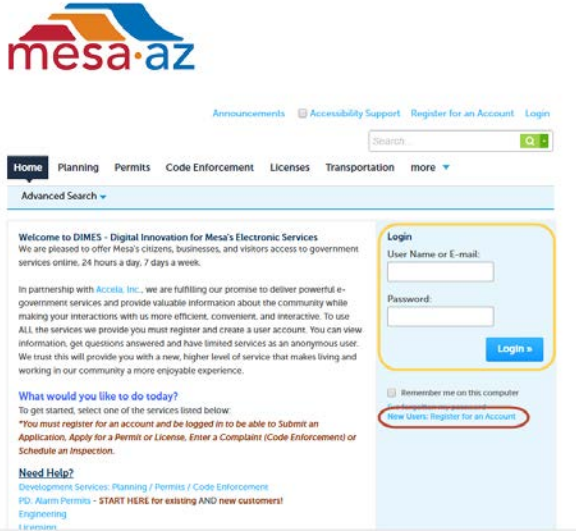
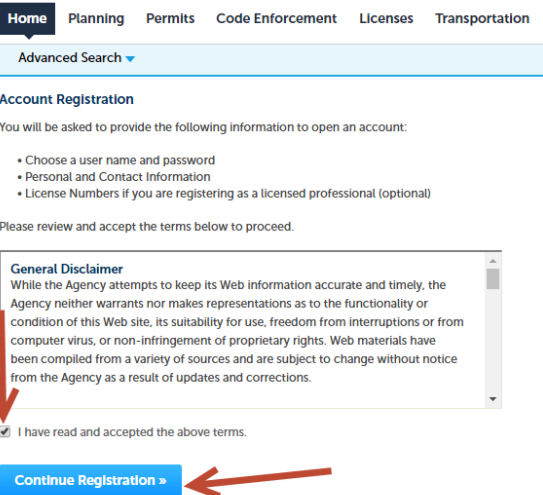


# Alarm Permits - Current Customers

1. Login to the City of Mesa Online Portal with username and password (then skip to step 11). **If you do not have a username & password, you will need to create an account.**



2. Accept the terms and click Continue Registration



3. Complete the required fields (*indicated with a RED Asterisk \**). Then click on Add New under Contact information.

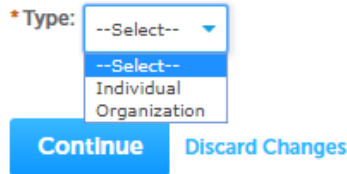
## Contact Information

Please select whether you are registering as an individual or as an organization



4. Select whether the Contact Type is for a Residence=Individual or for a Business=Organization. Then click Continue

## Select Contact Type



5. Complete the required fields and then click Add Contact Address.

## Contact Information

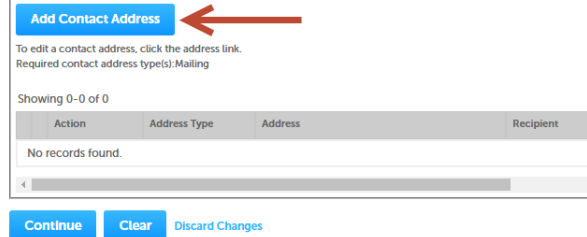
\* First:  Middle:  \* Last:

Name of Business:

\* Primary Phone:  Work Phone:  Mobile Phone:

\* E-mail:  Preferred Channel:

### Contact Addresses



6. Complete the address information and then click Save and Close.

## Contact Information

### Contact Address Information

\* Address Type:

\* Address Line 1:

Address Line 2:

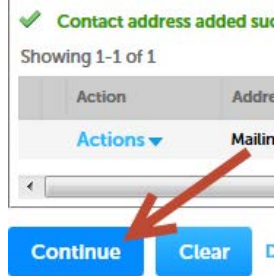
\* City:  \* State:  \* ZIP Code:

Country/Region:

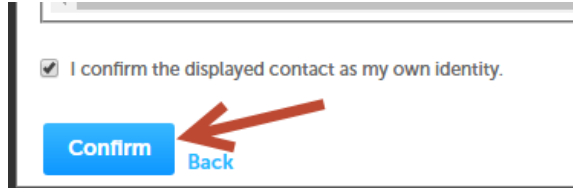
Recipient:

Save and Close Save and Add Another Clear Discard Changes

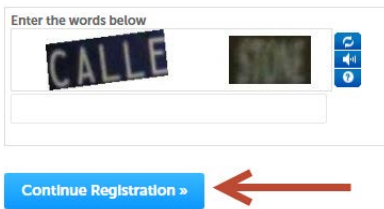
**7. Click Continue**



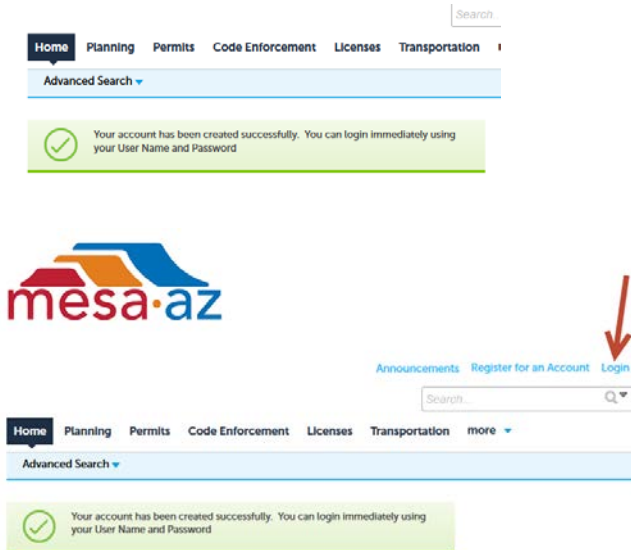
**8. Click the box to confirm the contact is your identity and then click Confirm.**



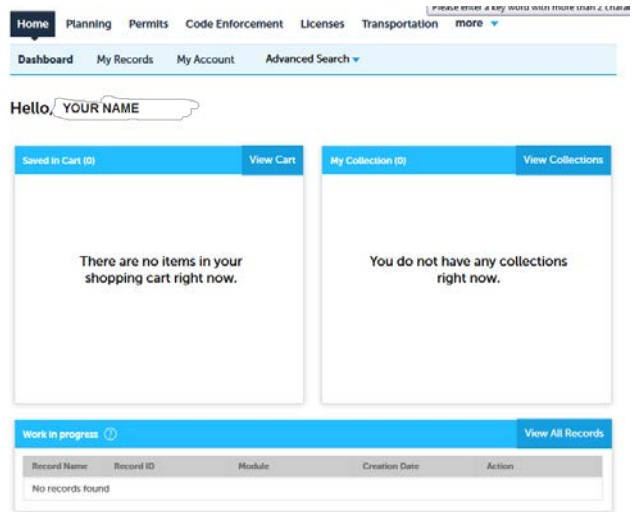
**9. Complete the security measure and click Continue Registration.**



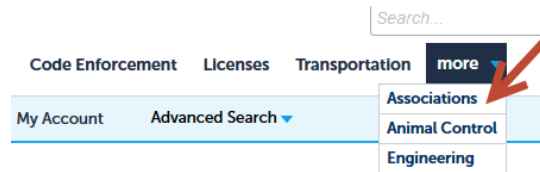
**10. You will receive a green message saying that your account was created successfully. You can now login to your account using the Login link in upper right side of screen.**



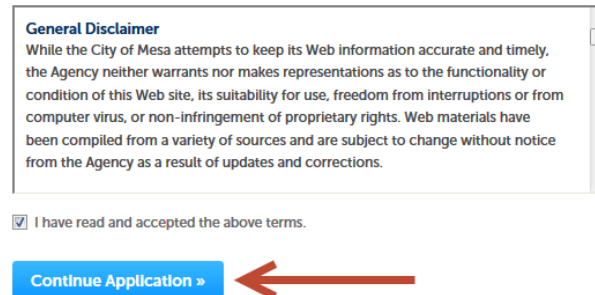
**11. Once you have logged in, your personal dashboard will appear.**



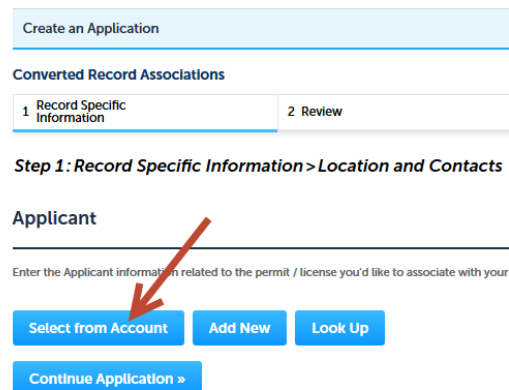
**12. If you have applied in the past for an Alarm Permit, hover over MORE and then in the drop down click on Associations.**



**13. Click in the box to accept the terms. Then click on Continue Application.**



**14. Click on Select from Account**



**15. Select the contact address and then click Continue**

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Add
<input checked="" type="checkbox"/>	Mailing		20 E

[Continue](#) [Discard Changes](#)

**16. Complete City, State & Zip fields. Click Continue**

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		20 E. Main Street, Suite 700	<a href="#">Actions</a> ▼

[Continue](#) [Discard Changes](#)

**17. A notice will appear that contact was added successfully. Click Continue Application.**

Applicant

Enter the Applicant information related to the permit / license you'd like to associate with your account.

✔ Contact added successfully.

Home phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address
Mailing		20 E. Main Street, Suite 700

[Continue Application »](#)

**18. Have your alarm record number in front of you (you can contact Alarm Permits at 480-644-2699 for this information). Click on Add Row.**

Converted Record Associations

1 Record Specific Information	2 Review
-------------------------------	----------

Step 1: Record Specific Information > Addition

Permit / License Number

CONVERTED RECORD ASSOCIATION

Showing 0-0 of 0

Permit/License Number
No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

**19. Add permit # and click Submit.**

CONVERTED RECORD ASSOCIATION

Permit/License Number:

[Submit](#) [Cancel](#)

**20. Once it is added to the association area, click Continue Application.**

CONVERTED RECORD ASSOCIATION

Showing 1-1 of 1

<input type="checkbox"/>	Permit/License Number
<input type="checkbox"/>	ALR17-00280

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

**21. Review the information on the page. If all is correct, click Continue Application.**

Step 2: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Co

Record Type

Converted Record Associations

Applicant

Individual: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Permit / License Number


CONVERTED RECORD ASSOCIATION

Permit/License Number
ALR17-00280

[Continue Application »](#)

**22. You will receive a message that your application has been submitted.**

**Receipt**

 Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**23. Click on Permits at the top of the page and you should see your new alarm permit. Click on the Record Number to make changes or to make a payment.**

Home Planning **Permits** Code Enforcement Licenses **Associations** more ▾


Create an Application

- 1 Select item to pay
- 2 Payment information
- 3 **Receipt/Record issuance**

**Step 3: Receipt/Record issuance**

**\*\*Not All invoices may be displayed\*\***

**Receipt**

 Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.