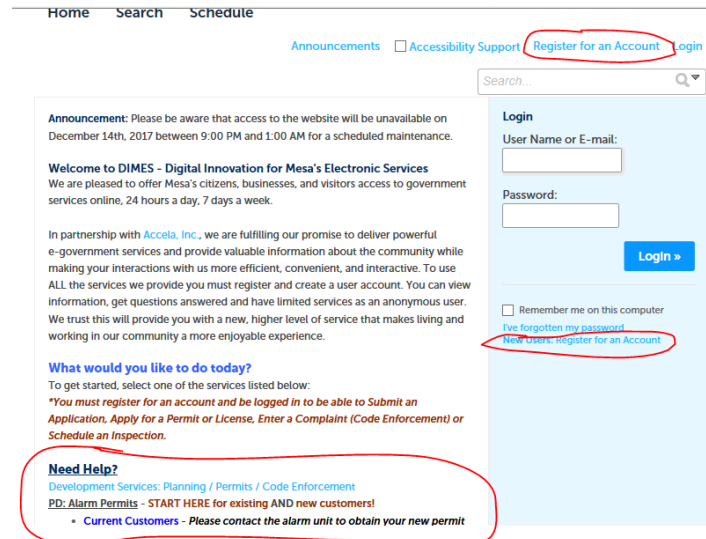
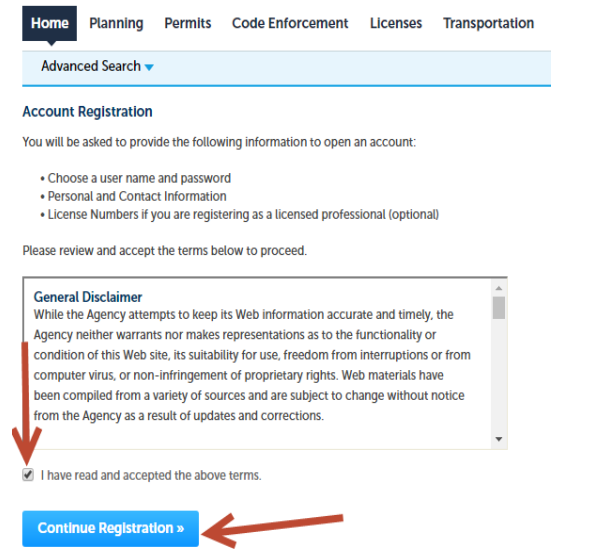


1. Login to the City of Mesa Online Portal with username and password (then skip to step 11). **If you do not have a username & password, you will need to create an account.** Follow the step by step instructions under **“Need Help, PD Alarm, Current customers.”**



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.

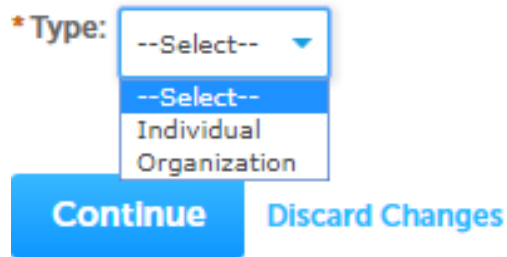
## Contact Information

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

**Add Contact Address** ←

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Recipient
No records found.			

**Continue** **Clear** Discard Changes

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:

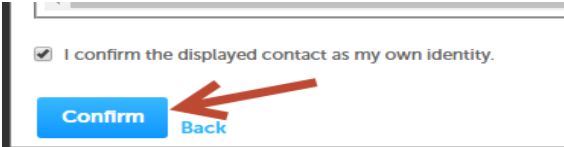
Recipient:

**Save and Close** **Save and Add Another** **Clear** Discard Changes

7. Click Continue



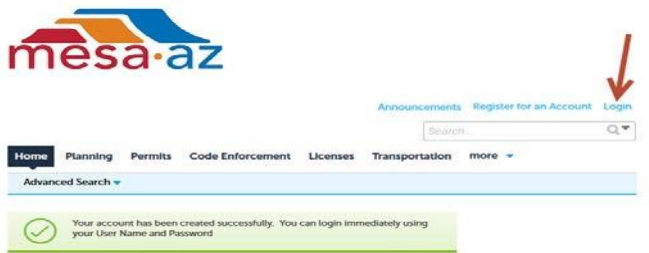
8. Click the box to confirm the contact is your identity and then click Confirm.



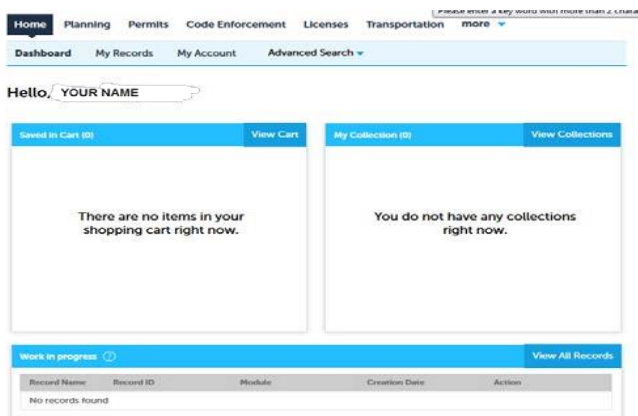
9. Complete the security measure and click Continue Registration.



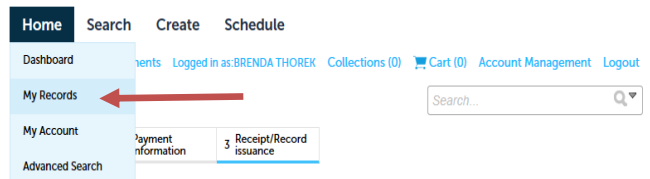
10. You can now login to your account using the Login link in upper right side of screen.



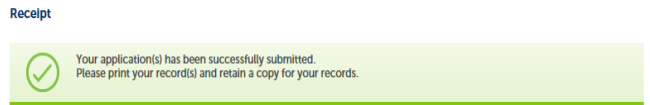
11. Once you have logged in, your personal dashboard will appear.



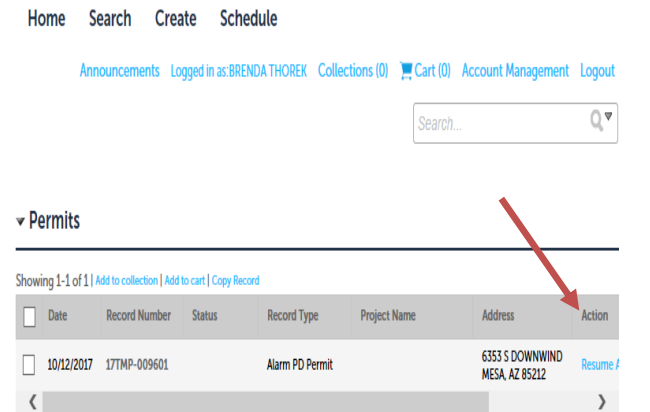
12. Hove over HOME and you should see a drop down menu, now click on MY RECORDS.



Step 3: Receipt/Record issuance  
\*\*Not All invoices may be displayed\*\*



13. Now click on the arrow next to permit and you will see your permit there. You can click on the ACTION to the right of your Record ID # to pay a fee.  
**DO NOT ADD TO CART!!**



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