Alarm Permits - *New Customers*

1. **To create an account, click on New Users Register for 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.**

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

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

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

7. Click Continue

8. Click the box to confirm the contact is your identity and then click Confirm.
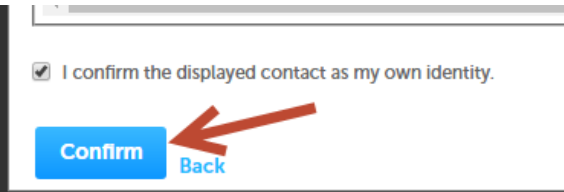
9. Complete the security measure and click Continue Registration.

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.
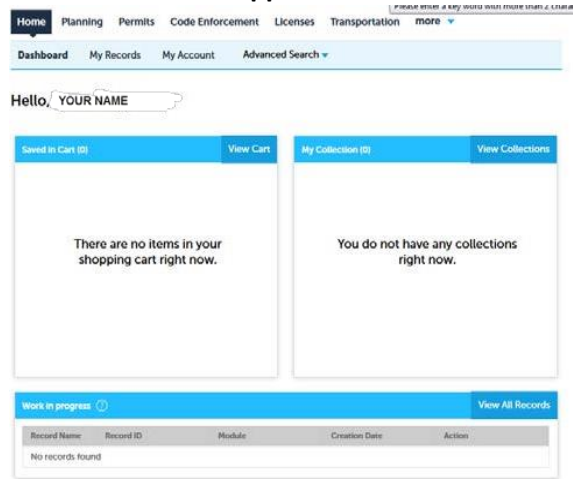
12. Scoll to the top of the page and click on HOME. This will bring you to the General Information page.
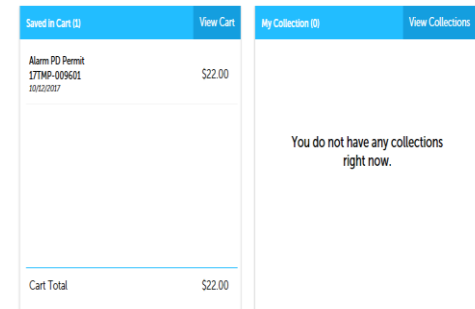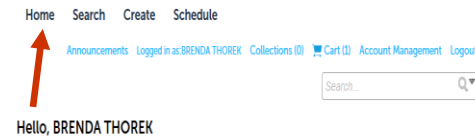
13. Scroll down the page to PERMITS and then click on APPLY FOR A PERMIT.
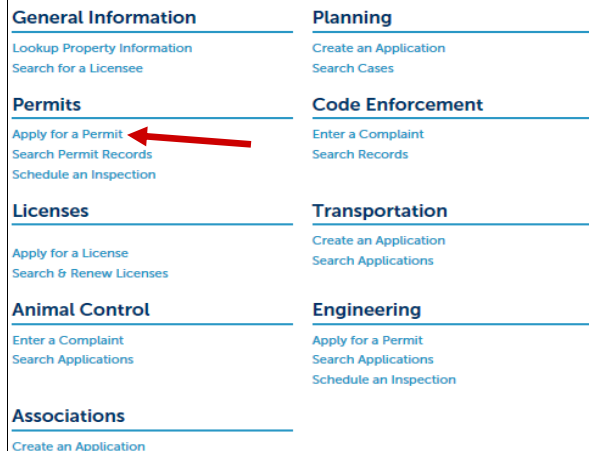
14. Click in the box to accept the terms. Then click on Continue Application.

General Disclaimer
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☑ I have read and accepted the above terms.

Continue Application » ⟵

15. Scroll down to the bottom. Select Alarm PD Permit. Continue Application.

⟶ ○ Addenda / Deferred / Code Modification
○ Alarm PD Permit
○ Commercial Permit
○ Demo
○ Document Retrieval
○ Fire Safety Operational Permit Application
○ Master Plan
○ Mobile Home
○ Residential Permit
○ Sign Permit
○ Tent Permit

Continue Application »

16. Enter your Street number and name and click SEARCH

Alarm PD Permit

| 1 Application Information | 2 Review | 3 Pay Fees | 4 Record Issuance |

Step 1: Application Information > Location

Show Map

*indicates a required field.

Address

*Street No.: 200   Direction: --Select-- ▼   *Street Name: Center   Street Type: --Select-- ▼

Unit Type: --Select-- ▼   Unit No.:

City: State: --Select-- ▼   Zip:

Search   **Clear**

17. Click on your address and then Select.

Address Search Result List

Addresses

Showing 1-2 of 2

Address	City	State	Zip
○ 200 S CENTER ST EPAN EP3 MESA, AZ 85210	MESA	AZ	85210
○ 200 S CENTER ST MESA, AZ 85210	MESA	AZ	85210

Select Cancel

18. The remainder of the boxes will fill in automatically. Select Continue Application.

Owner

Owner Name: ⑦
MESA CITY OF

Address Line 1:
20 E MAIN ST STE 650

Address Line 2:
PO BOX 1466

City: MESA   State: AZ   Zip: 85211

Search   **Clear**

Continue Application »   **Save and resume later**

19. Under Contact List you will are required to add one Billing Contact (*Billing Address should be your Primary address*) and one Applicant Contact. You can also add any other individuals that are authorized on your account. Click on Add New and add your contacts.

*indicates a required field.

Contact List

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permit, use the 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

	Required Contact Type	Minimum
⚠	Applicant	1
⚠	Billing Contact	1

Select from Account   **Add New**   **Look Up**

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

Continue Application »   **Save and resume later**

20. Once the contacts are added you will get a green check mark that the Contact Added Successfully. Continue Application.

Contact List

Enter information about the contacts associated with this permit. You must enter the Applicant information and be sure to provide a phone number(s) and email address. If you are applying for this permit, use the 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Required Contact Type	Minimum
✔ Applicant	1
✔ Billing Contact	1

[Select from Account] [Add New] [Look Up]

✔ Contact added successfully.
Showing 1-2 of 2

First Name	Last Name	Business Name	Contact Type	E-mail	Action
Minnie	Mouse		Applicant	minniemouse@hotmail.com	Edit Delete
Minnie	Mouse		Billing Contact	minniemouse@hotmail.com	Edit Delete

[Continue Application »]   [Save and resume later]

21. Select if this is a Commercial or Residential Account.

Select if you have the Burglary Function and/or Panic/Robbery Function. (*If you do not enter the correct function you will not be billed correctly and could result in your permit not being processed as well as receive a $100 No Permit fee*)

Enter the Service and Monitoring Company name and phone number. Continue Application.

Alarm PD Permit

1 Application Information	2 Review	3 Pay Fees	4 Record Issuance

Step 1 : Application Information > Detail Information

* indicates a required field.

Custom Fields

Purpose and Alarm Company Info

* Commercial/Residential: [Commercial ▼]

* Burglary Function: ● Yes ○ No

* Panic/Robbery/Hold-Up Function: ● Yes ○ No

* Service Company Name: [City of Mesa]

* Service Company Phone Number: [4806442699]

* Monitoring Company Name: [City of Mesa]

* Monitoring Company Phone Number: [4806442699]

[Continue Application »]   [Save and resume later]

22. Review that all your information is correct and select Continue Application.

Custom Fields

Purpose and Alarm Company Info   [Edit]

Commercial/Residential:	Residential
Burglary Function:	Yes
Panic/Robbery/Hold-Up Function:	Yes
Service Company Name:	ADT
Service Company Phone Number:	480-555-1233
Monitoring Company Name:	ADT
Monitoring Company Phone Number:	480-555-1233

[Continue Application »]   [Save and resume later]

23. Review the fees and ensure they are correct. You should see either a $12 or $22 fee to pay. If you do not go back and make sure the function tabs are checked with a YES. Click on Check out.

Alarm PD Permit

1 Application Information	2 Review	3 Pay Fees	4 Record Issuance

Step 3 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees due at this time. This amount may not reflect your total amount due to the City of Mesa.

Application Fees

Fees	Qty.	Amount
Burglary Function ($10.00 per Permit Year)	1	$10.00
Panic/Robbery/Hold-Up Function ($10.00 per Permit Year)	1	$10.00
Technology Fee	1	$2.00

TOTAL FEES: $22.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »]

24. To pay click on Check Out.

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

200 S CENTER ST MESA, AZ 85210
1 Application(s) | $22.00
▶ Alarm PD Permit   Total due: $22.00
17TMP-007956

Total amount to be paid at this time: $22.00
Note: This does not include additional fees which may be assessed later.

[Checkout »] [Edit Cart »] [Continue Shopping »]

25. Select the payment option and enter the information. Submit Payment.	26. If the payment is successful, you will get a green check mark. You have the option to Print/View Receipt. The receipt will have your new permit number which begins with ALRxx-xxxxx.
Payment Options	
Amount to be charged: $22.00	
◉ Pay with Credit Card	
○ Pay with Bank Account	
Credit Card Information:	
* Card Type: --Select--	
* Card Number:	
* Security Code: ⓘ	
* Name on Card:	
* Exp. Date: 01▼ 2017▼	
Credit Card Holder Information:	
☐ Auto-fill with Minnie Mouse▼	
Country: United States ▼	
* Street Address:	
* City:	
* State: --Select--▼	
* Zip:	
* Phone:	
E-mail:	
Submit Payment »	