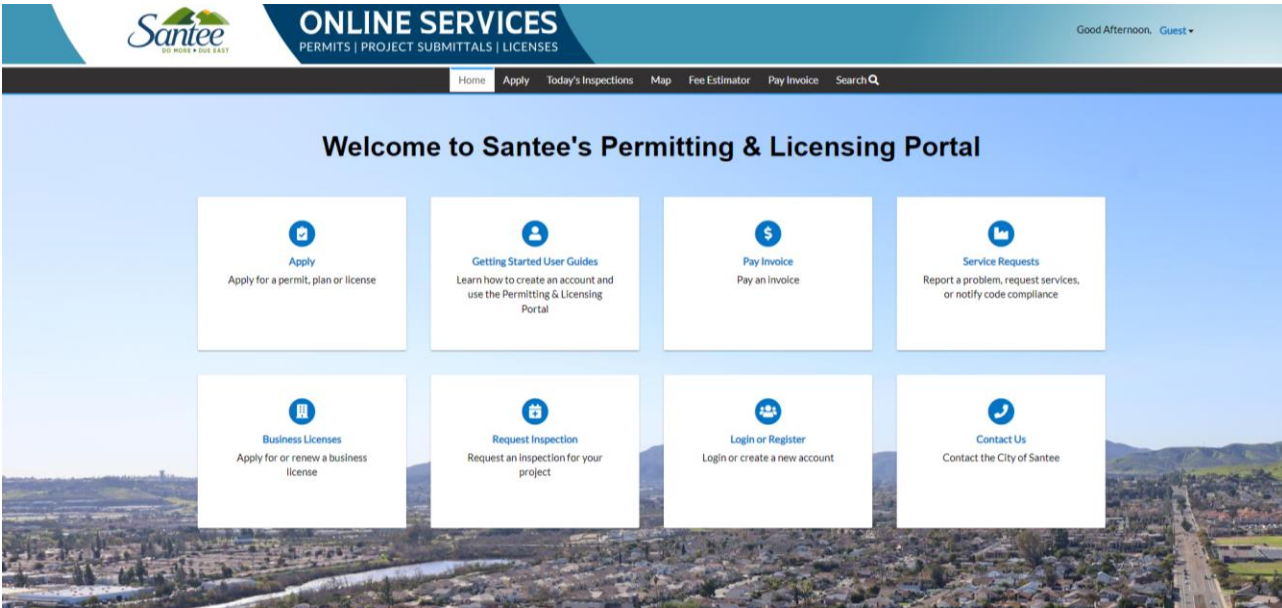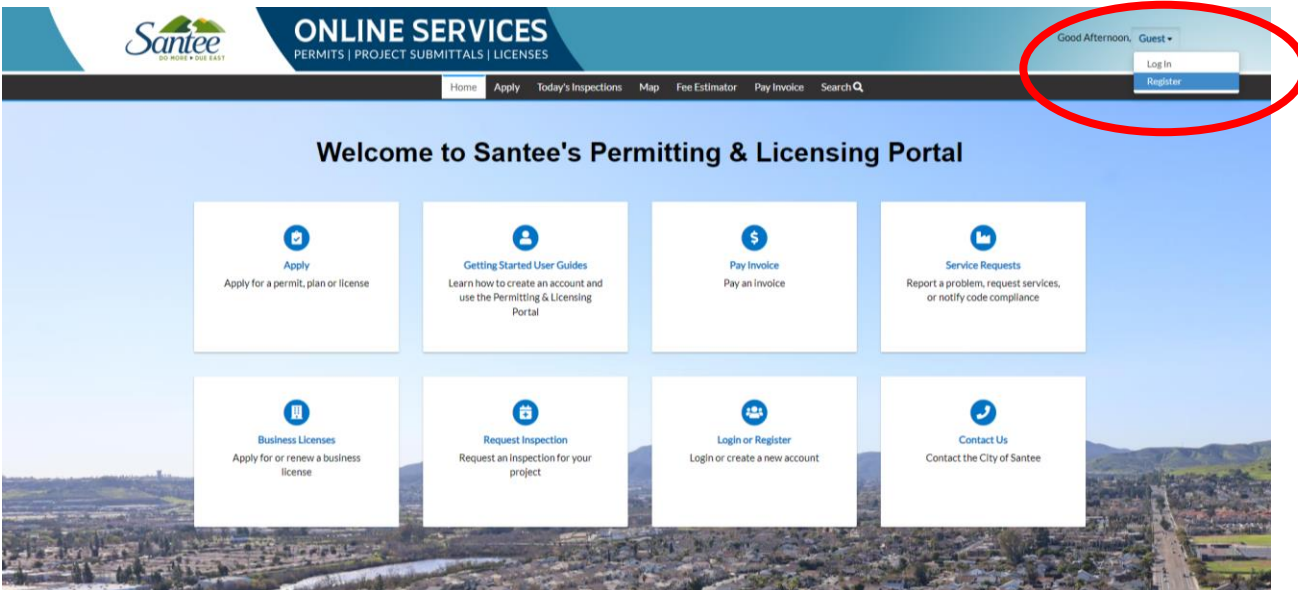# New Account Sign Up

Welcome to Santee's Permitting & Licensing Portal, where you will be able to apply for permits and licenses, schedule inspections, pay invoices, and more. In this guide we will learn how to register for a Santee's Permitting & Licensing Portal account (SanteePortal.org).

Step 1, click the link in the top right corner of the page that reads guest. The drop down will display Log In or Register buttons. Click the link that says Register.

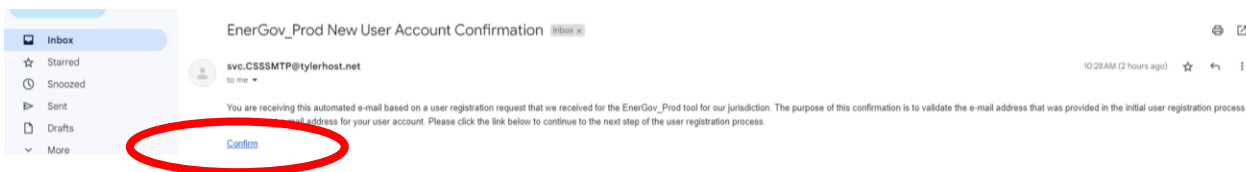Click to acknowledge and enter your email address. Then click next.

A verification email will then be sent to the address you entered on the form. Once you click the confirm account link in that verification email you will be sent to Santee's Permitting & Licensing Portal to complete your account registration.

For step 2, create a username and password. You'll use this email address and password as your permanent login for Santee's Permitting & Licensing Portal. Be sure to click that you are not a robot. Then click next.

For step 3, enter your first and last name and contact preference.

In step 4, enter your business address, city, state, and postal code. Then click submit.

You are now ready to begin using Santee's Permitting & Licensing Portal. You can update your account information at any time by clicking on your name in the top right corner of the webpage and then selecting my account. Clicking the dashboard link will take you back to your personal home page where you can review and manage your account.