## 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 (<u>SanteePortal.org</u>).

Sant		SERVICES SUBMITTALS   LICENSES		Good	I Afternoon, Guest -
		Home Apply Today's Inspections Ma	ap Fee Estimator Pay Invoice Search Q	N	
	Welcom	ne to Santee's Perm	itting & Licensin	g Portal	
	Apply Apply for a permit, plan or license	Cetting Stated User Guides Learn how to create an account and use the Permitting & Licensing Portal	S Pay Invoice Pay an invoice	Service Requests Report a problem, request services, or notify code compliance	
	Business Licenses Apply for or renew a business license	Control Contro	Login or Register Login or create a new account	Contact Us Contact the City of Santee	
in the n		101	1000	3 A A	

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.

## Registration

	Step 1 of 4: Email Address
(	Acknowledgement
	Fmail
	Email

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.

Inbox	EnerGov_Prod New User Account Confirmation	ð	Ľ
☆ Starred ③ Snoozed	svc.CSSSMTP@tylerhost.net 10.28AM (2 hours apr) 🛧	¢	I
<ul> <li>▷ Sent</li> <li>Drafts</li> <li>✓ More</li> </ul>	You are receiving this automated e-mail based on a user registration request that we received for the EnerGov_Prod tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process.	proce	55

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.

Step 2 of 4: Login information		
	l'm not a robot	*REQUIRED
* Username	reCAPTCHA Privacy - Terms	
* Password		
* Confirm Password Email	santeeguest@gmail.com	
Add Certifications		

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

	Home	Apply	Today's Inspections	Мар	Fee Estimator	Pay Invoice	Search <b>Q</b>	
Registration								
Step 3 of 4: Personal Info								
								*REQUIRED
	First	Name	Santee					
	Middle	Name						
	Last	Name	Guest					
	Com	npany	Cit					
* Conta	act Prefe	rence	Select Contact Prefe	erence			~	
	Email Ad	dress	santeeguest@gmail.c	om				
Additional Contact Information								
			Back Next					

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

Registration		
Step 4 of 4: Address		
* Address	10601 N Magnolia Ave Apartment, suite, unit, floor, (optional)	*REQUIRED
City	Santee	
State	CA	
Postal Code	92071	
	Back 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.

Santee D HOLE + DUE EAST	ONLINE PERMITS   PROJECT	SERVICES				Good Afternoon, Santee Guest - 🐂 0 My Account
	My Permits	ihboard Home Apply My	Work Today's Inspections	Map Fee Estimator Pay	Involce Search Q	Addresses My Involces My Businesses
	Attention O	Pending	Active O	Recent O	Draft O	Sined Work Contact Manager Log Out
	My Plans					
	Attention O	Pending O	Active O	Recent	Draft O	
	View My Plans					