

RENEWAL PROCESS

From the main portal page, click "**Register**" to create a new portal account. You will be prompted to enter standard contact information: Name, Address, Phone, Email Address, and to set a password. A confirmation email will be sent to you. You must follow the confirmation link to activate your account. Once activated, you may sign in and will be presented with options to apply for new permits, renew existing permits, check status, and make payments. The first time you use this system you should select "**Renew Permits**" from the menu on the left.

As a new account holder, permits will not initially be associated with your account. To associate permits with your account, click the "**Find My Additional Permits**" menu item on the left. Enter the code and temporary password found at the top right of this page, and your permit will appear. If you have received multiple letters, follow this process for each code/password pair.

Once your permits have been associated, they will appear in a list as available for renewal on the "**Renew Permits**" page. Select your permit from the list and press "**Continue**". Review the Permit Information and Terms of Use and then press "**Accept and Continue**". From there you may verify the renewal cost and submit payment information to complete your renewal. Payment confirmation details will appear on screen and a receipt will be sent to your email.

PROCEDURAL CHANGES

PLEASE NOTE THAT PAYMENT IS DUE AT TIME OF PERMIT ISSUANCE. PERMITS WILL NOT BE ISSUED WITHOUT PAYMENT.

NEW PERMITS AND APPLICATIONS

At this time new permit applications must be made in-person. The portal may allow to request NEW permits in the near future. This process will likely require you to follow an application process. Please be sure to read instructions when submitting an application as some may require upload of documents such as license, registration, or utility bills as proof of residency. For permits that require an application: You will be notified with requests for more information, denial, or approval. Once approved, you may finalize your renewal by paying online.