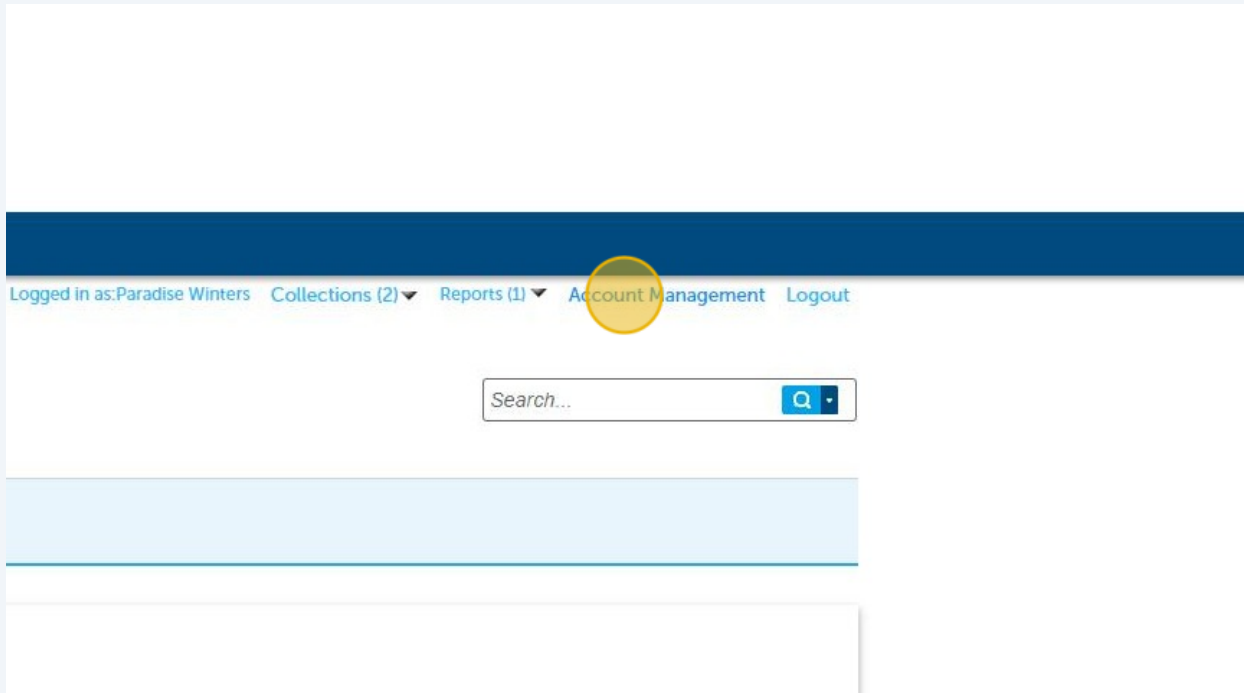


How to Add a Professional License to your Menifee Permit Portal Account

1 Ensure that you are logged in to the Menifee Permit Portal.

Click "Account Management."



2 Click "Add a License."

ee.us

of your first car?

Add a License

Add a License button. Your professional license(s) will need to be validated by the agency before you can use it.

Expired Date	Status	Action

3 Select "License Type."

Updating Your Account:
Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and add it to your citizen account. If your license does not display, contact the Agency.

License Information

* License Type: * License Number:

--Select--

Find License

4 Add your Contractors State License Board number in the "License Number" field.

The screenshot shows a web application interface. At the top, there is a navigation bar with tabs for 'Home', 'Building Permits', 'Engineering', 'Planning', and 'Fire'. Below this is a secondary navigation bar with links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is titled 'Updating Your Account: Adding a License:'. Below the title is a paragraph of text: 'By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to added to your citizen account. If your license does not display, contact the Agency.' The 'License Information' section contains two fields: '* License Type:' with a dropdown menu set to 'Contractor', and '* License Number:' with an empty text input field. A yellow circle highlights the 'License Number' input field. Below the fields is a blue button labeled 'Find License'.

5 Click "Find License."

This screenshot shows the same 'License Information' form as above. The '* License Type:' dropdown is still set to 'Contractor'. The '* License Number:' input field now contains a light blue shaded area, indicating it has been selected. A yellow circle highlights the blue 'Find License' button.

6

Confirm the License Number by clicking on the number and viewing "License Information."

Home Building Permits Engineering Planning Fire

Dashboard My Records My Account Advanced Search

Adding a License:

License Information

Showing 1-1 of 1

License Number	Type	Name	Action
728102	Contractor		Add License to Account

Search Again »

7

After confirming the License Number in License Information, click "Add License to Account."

Building Permits Engineering Planning Fire

My Records My Account Advanced Search

License Information

Showing 1-1 of 1

Type	Name	Action
Contractor		Add License to Account

8

Click "OK" to associate this license to your account. City of Menifee Building Department will review and activate the license for use in the Menifee Permit Portal.

aca-prod.accela.com says

Do you want to associate this license to your account?

OK

Cancel