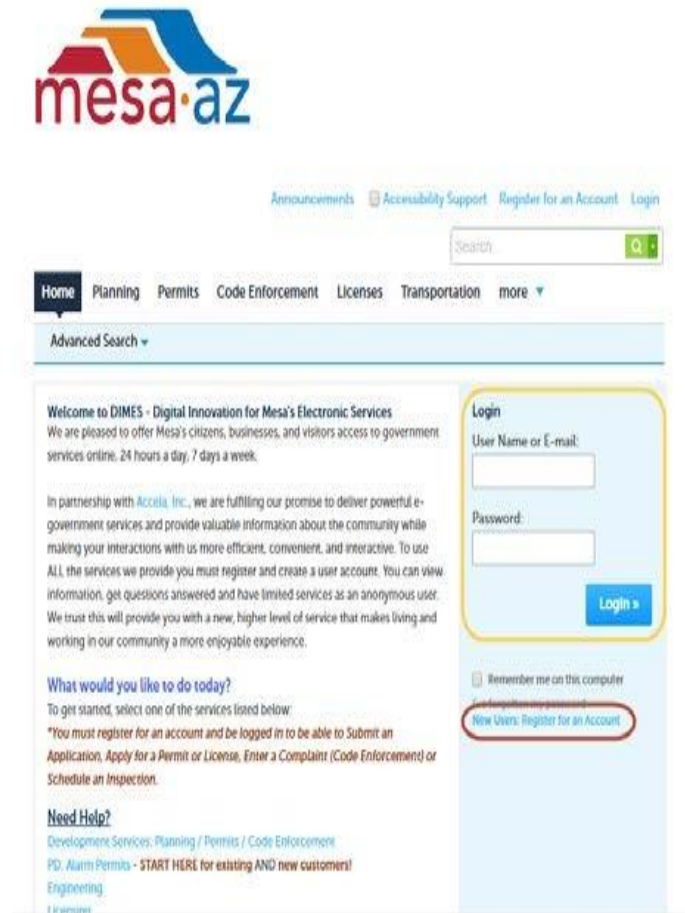
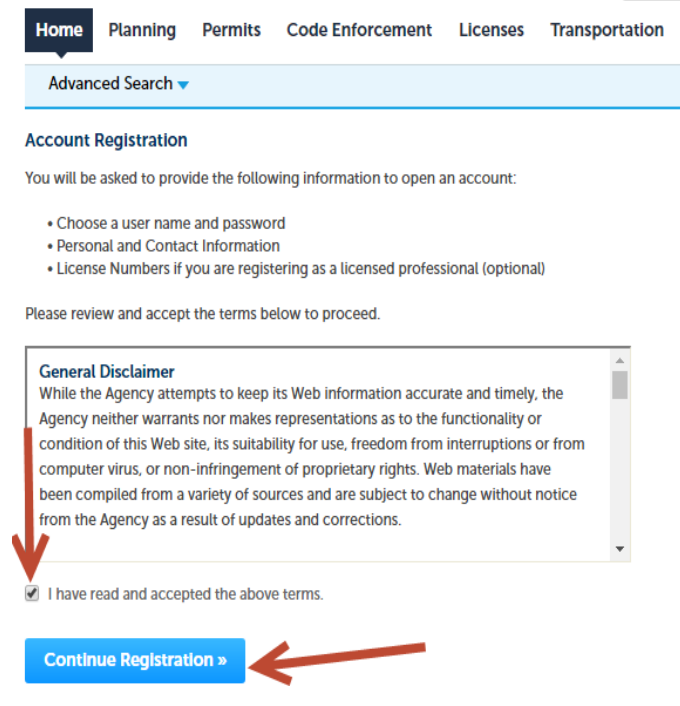


# Alarm Permits - Current Customers

1. Login to the City of Mesa Online Portal with username and password (then skip to step 11). **If you do not have a username & password, you will need to create 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.

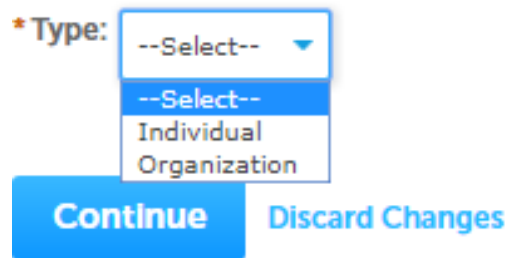
## Contact Information

Please select whether you are registering as an individual or as an organization



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

## Select Contact Type



5. Complete the required fields and then click Add contact Address.

## Contact Information

\*First:  Middle:  \*Last:

Name of Business:

\*Primary Phone:  Work Phone:  Mobile Phone:

\*E-mail:  Preferred Channel:

### ▼ Contact Addresses

**Add Contact Address** ←

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Action	Address Type	Address	Recipient
No records found.			

←

**Continue** **Clear** Discard Changes

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

**Contact Information**

**Contact Address Information**

\* Address Type:  
Mailing

\* Address Line 1:

Address Line 2:

\* City:  \* State: --Select-- \* ZIP Code:

Country/Region:  
United States

Recipient:

**Save and Close** **Save and Add Another** **Clear** Discard Changes

7. Click Continue

✔ Contact address added successfully

Showing 1-1 of 1

Action	Address
Actions	Mailing

**Continue** **Clear**

8. Click the box to confirm the contact is your identity and then click Confirm.

I confirm the displayed contact as my own identity.

**Confirm** [Back](#)

9. Complete the security measure and click Continue Registration.

Enter the words below

**CALLE**

**Continue Registration >**

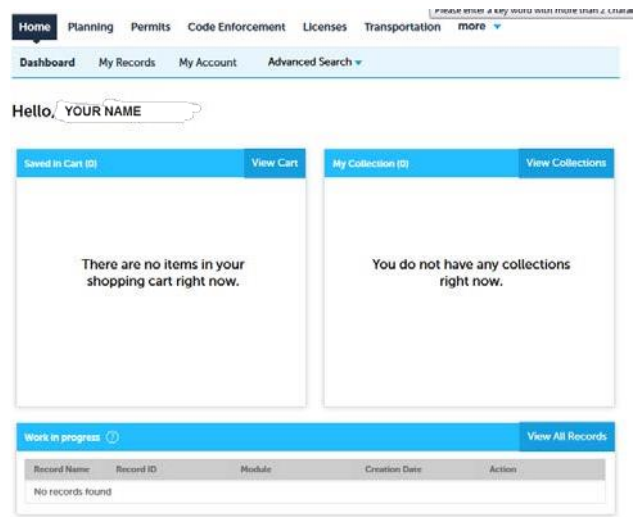
10. You will receive a green message saying that your account was created successfully.



11. You can now login to your account using the Login link in upper right side of screen.



12. Once you have logged in, your personal dashboard will appear.



13. If you have applied in the past for an Alarm Permit, click on **HOME**. This will bring you to the General Information page.



Hello, BRENDA THOREK

Saved in Cart (1)	View Cart	My Collection (0)	View Collections
Alarm PD Permit 17TMP-009601 10/12/2017	\$22.00	You do not have any collections right now.	
Cart Total	\$22.00		

14. Scroll down the page to **ASSOCIATION** and then click on **Create an application**.

<b>General Information</b>	<b>Planning</b>
Lookup Property Information Search for a Licensee	Create an Application Search Cases
<b>Permits</b>	<b>Code Enforcement</b>
Apply for a Permit Search Permit Records Schedule an Inspection	Enter a Complaint Search Records
<b>Licenses</b>	<b>Transportation</b>
Apply for a License Search & Renew Licenses	Create an Application Search Applications
<b>Animal Control</b>	<b>Engineering</b>
Enter a Complaint Search Applications	Apply for a Permit Search Applications Schedule an Inspection
<b>Associations</b>	
Create an Application ←	

15. 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 » ←

16. Click on Select from Account

Create an Application

Converted Record Associations

1 Record Specific Information	2 Review
-------------------------------	----------

Step 1: Record Specific Information > Location and Contacts

Applicant

Enter the Applicant information related to the permit / license you'd like to associate with your

Select from Account Add New Look Up

Continue Application >

17. Select the contact address and then click Continue.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Action
<input checked="" type="checkbox"/>	Mailing		20 E

Continue Discard Changes

18. Complete City, State & Zip fields. Click Continue

**Contact Information**

\* First: BRENDA Middle: Last: THOREK

Name of Business:

\* City: \* State: AZ \* Zip:

Primary Phone: 480-644-2699 Work Phone: 480-644-2699 Mobile Phone: 480-644-4423

E-mail: BRENDA.THOREK@MESAAZ.GOV

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		PO Box 1466, MAILSTOP 1975	Actions ▼

Continue Discard Changes

19. A notice will appear that contact was added successfully. Click Continue Application.

Applicant

---

Enter the Applicant information related to the permit / license you'd like to associate with your account.

✔ Contact added successfully.

Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Recipient	Address
Mailing		6353 S DOWNWIND MESA, AZ 85212

[Continue Application »](#)

20. Have your Record ID number in front of you (you can contact Alarm Permits at 480-644-2699 for this information). Click on Add Row.

Click on the arrow next to Add a Row to add multiple Record ID #'s.

Converted Record Associations

1 Record Specific Information	2 Review
-------------------------------	----------

Step 1: Record Specific Information > Additional Information

Permit / License Number

---

CONVERTED RECORD ASSOCIATION

Showing 0-0 of 0

Permit/License Number
No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

21. Add Record ID number and click Submit.

CONVERTED RECORD ASSOCIATION

Permit/License Number:

[Submit](#) [Cancel](#)

22. Once it is added to the association area, click Continue Application.

CONVERTED RECORD ASSOCIATION

Showing 1-1 of 1

Permit/License Number
ALR17-00280

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

23. Review the information on the page. If all is correct, click Continue Application.

Step 2: Review

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Go Back" to return to the previous page.

Record Type

---

Converted Record Associations

Applicant

---

Individual Primary Phone:  
E-mail:

Permit / License Number

---

CONVERTED RECORD ASSOCIATION

Permit/License Number
ALR17-00280

[Continue Application »](#)

24. You will receive a message that your application has been submitted. Next go to the top of the page. Hover over HOME and you should see a drop down menu, now click on MY RECORDS.

Home Search Create Schedule

Dashboard Alerts Logged in as: BRENDA THOREK Collections (0) Cart (0) Account Management Logout

My Records [My Account](#) [Payment Information](#) [Receipt/Record Issuance](#)

Advanced Search

Step 3: Receipt/Record Issuance

\*\*Not All invoices may be displayed\*\*

Receipt

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

25. Now click on the arrow next to permit and you will see your permit there. You can click on the ACTION to the right of your Record ID # to pay a fee. **DO NOT ADD TO CART!!**

Home Search Create Schedule

Announcements Logged in as: BRENDA THOREK Collections (0) Cart (0) Account Management Logout

Search...

▼ Permits

Showing 1-1 of 1 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

Date	Record Number	Status	Record Type	Project Name	Address	Action
10/12/2017	177MP-009601		Alarm PD Permit		6353 S DOWNWIND MESA, AZ 85212	<a href="#">Resume</a>