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.

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

5. Complete the required fields and then click Add contact Address.
6. Complete the address information and then click **Save and Close**.

7. Click **Continue**

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

9. Complete the security measure and click **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.

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

15. Click in the box to accept the terms. Then click on **Continue Application**.

16. Click on **Select from Account**

17. Select the contact address and then click **Continue**.

18. Complete City, State & Zip fields. Click **Continue**.
19. A notice will appear that contact was added successfully. Click 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.

21. Add Record ID number and click Submit.

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

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

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!!