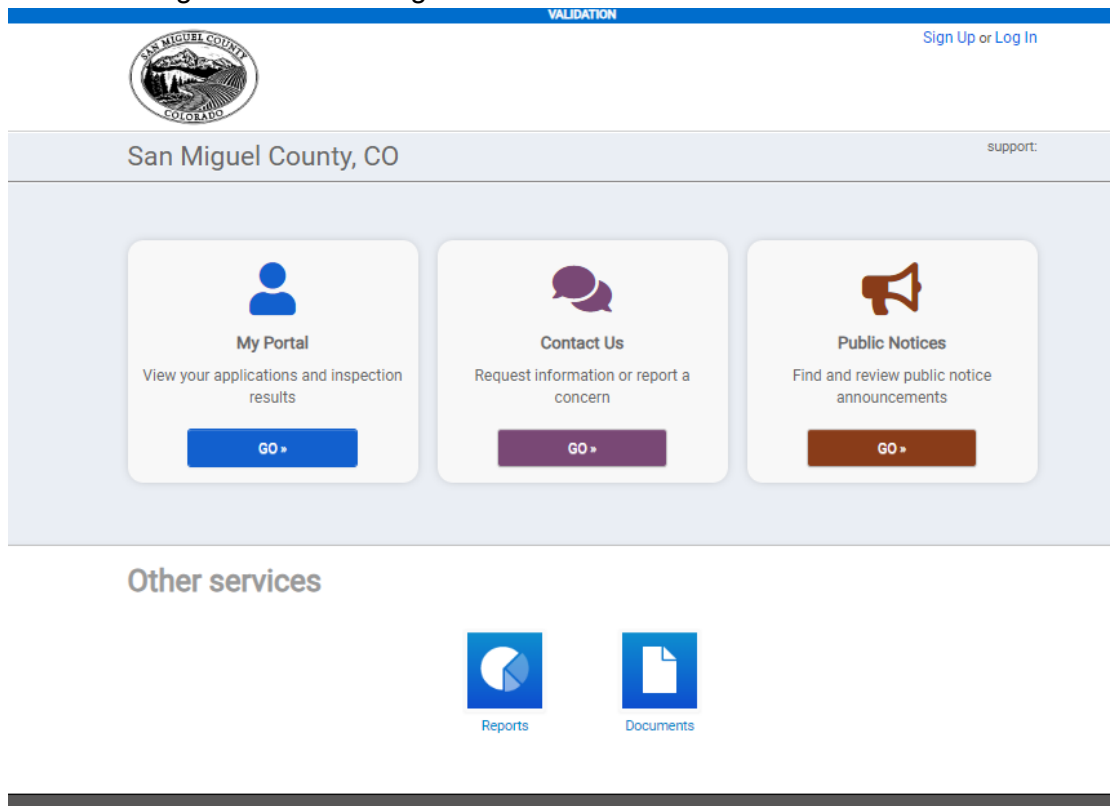


Creating a Public Portal Account

1. Through San Miguel County's website navigate to the Permit Central page under Services.
2. On the Permit Central page, click the Apply for a Permit link.
3. You will now be navigated to SmartGov's Public Portal. From here you can create a new account or login in to an existing account.



To create a new account, select [Sign Up](#) in the top right corner.

4. **Step One: Account.** You will now be prompted to enter a valid email address and create a password. Select **Next** in the bottom right hand corner once you have completed the above fields (if you do not have an access code, do not enter anything into the field).



1 Account 2 Contact 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. Don't have one? [Skip this step.](#)

5. Now fill in the contact information prompted in **Step 2: Contact**. Ensure you fill out all required fields indicated with a red asterisk *****.



1 Account

2 Contact

3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *

← PREVIOUS

NEXT →

- Step Three: Review.** Verify that the information you entered in steps One and Two are correct. Select the check box next to [Terms And Conditions](#). Once you have agreed you can select [CREATE MY ACCOUNT](#).



1 Account 2 Contact 3 **Review**

Review the information below

Account [edit](#)
lilybriggs@gmail.com

Contact [edit](#)
lily Briggs
DISPLAY NAME: Briggs, lily
405 Fox Street
Nucla, CO 814244

970-729-1236 CELL

I agree to the [Terms And Conditions](#)

[✓ CREATE MY ACCOUNT](#)

- Check your email that you used to create your account, SmartGov will send you a verification email within 30 minutes of creating your account.

Verify your email address to access all of our services. A verification message was sent to lilybriggs@gmail.com.

If you do not receive the email you will be able to resend in 30 minutes

[Update email address](#)