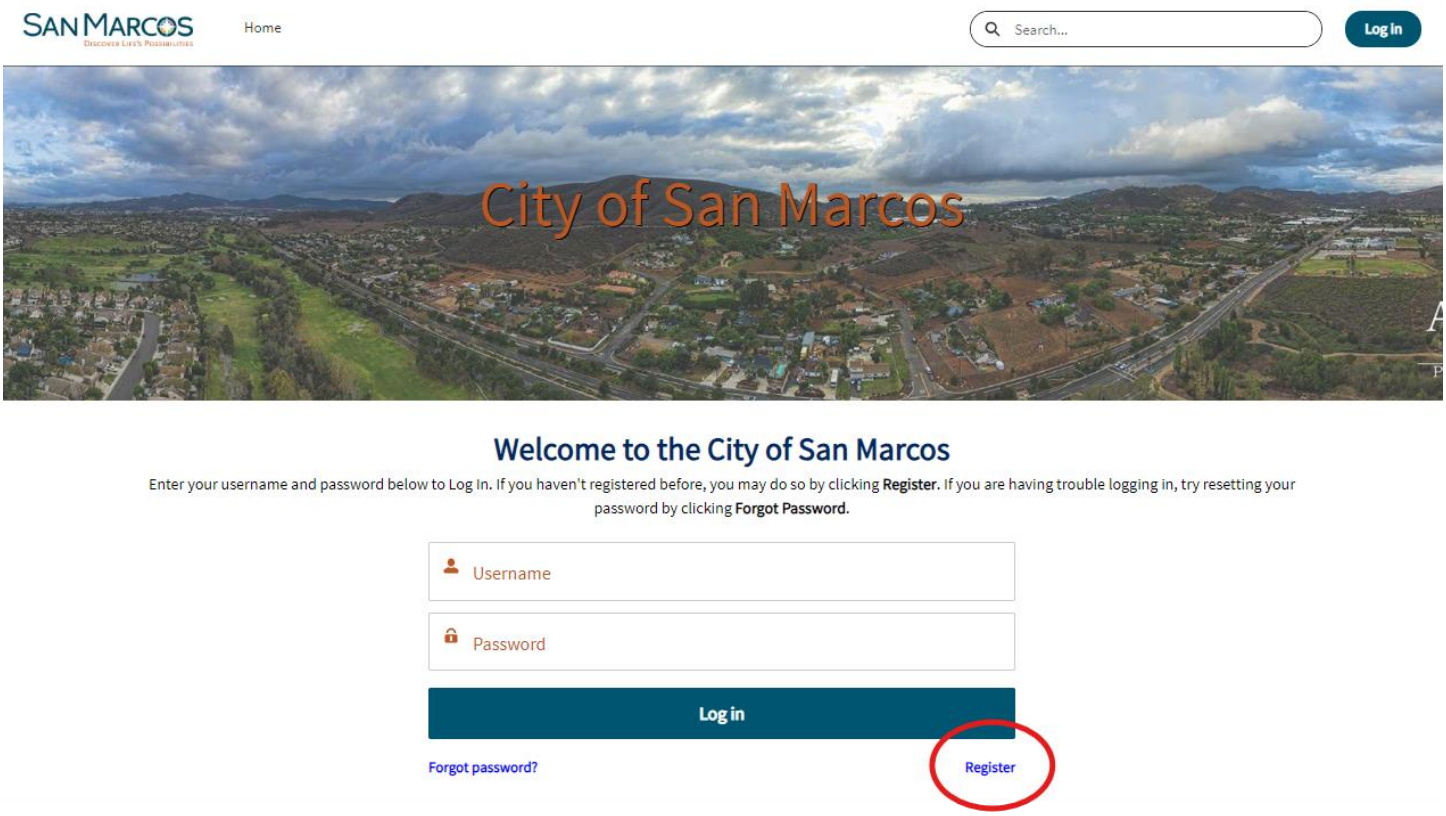
Guide to Setup New Account

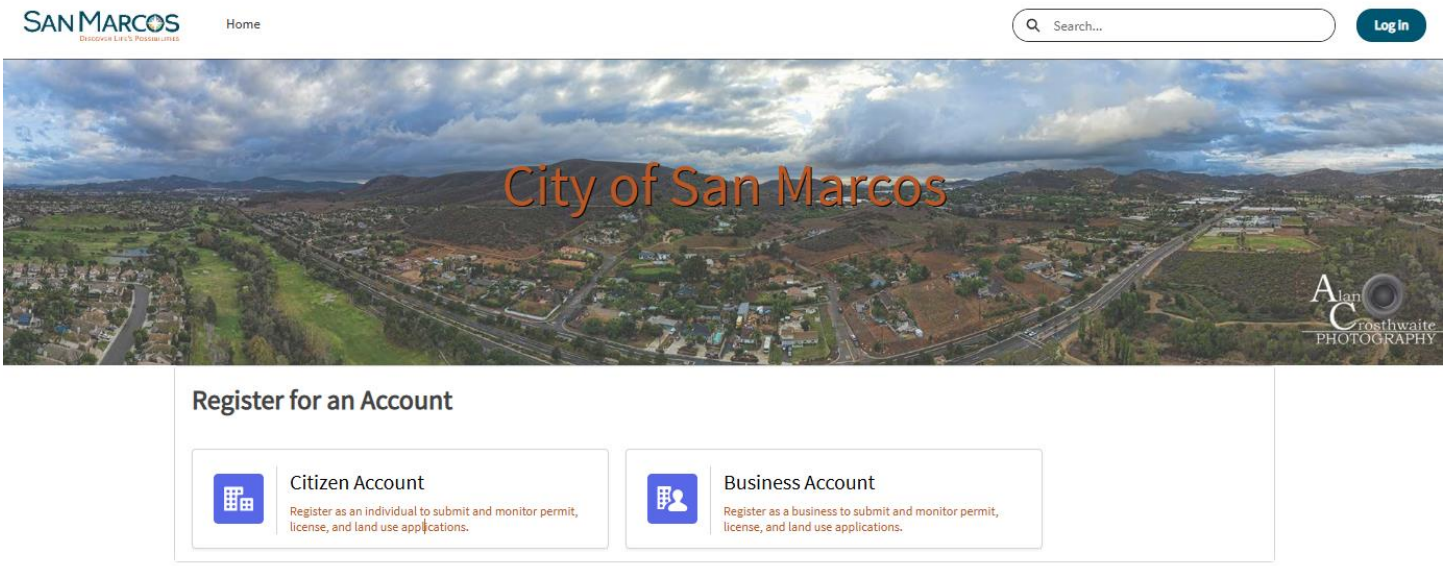
Visit the following website: https://san-marcos.my.site.com/SanMarcos/s/

The following screenshots will walk you through to register and create a new account:

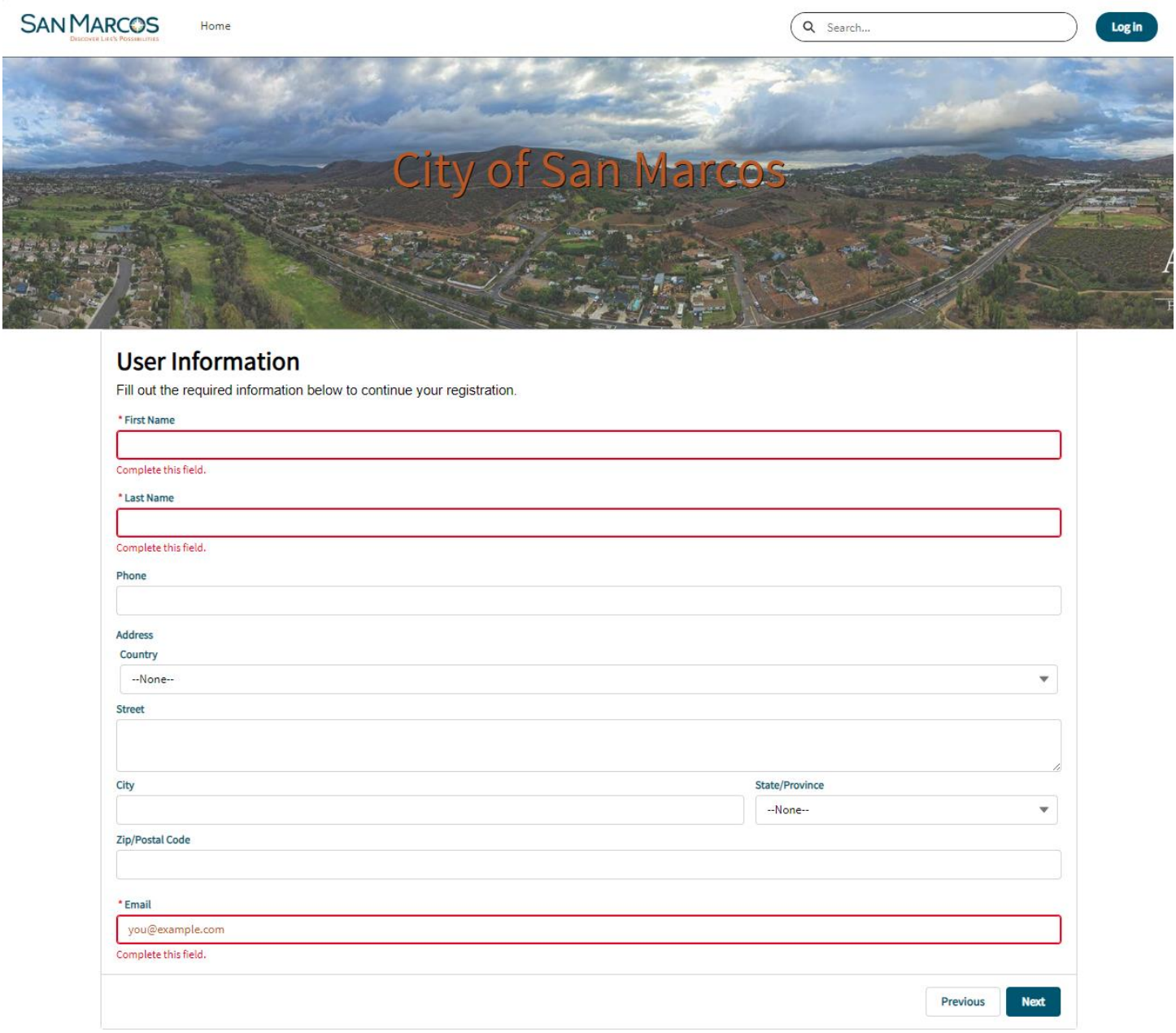
On the landing page select the Register link.



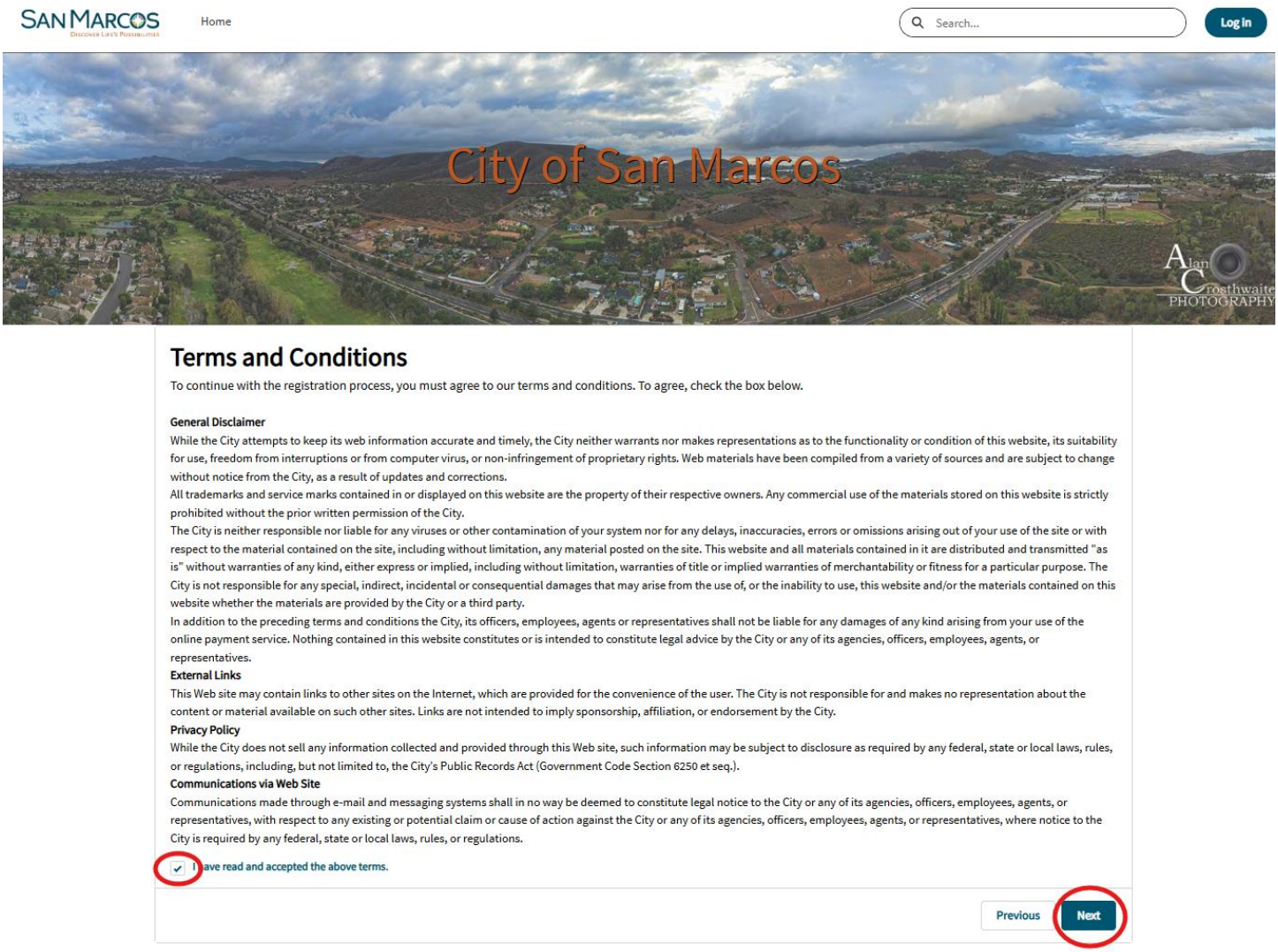
Next, select the applicable account type (Citizen or Business).



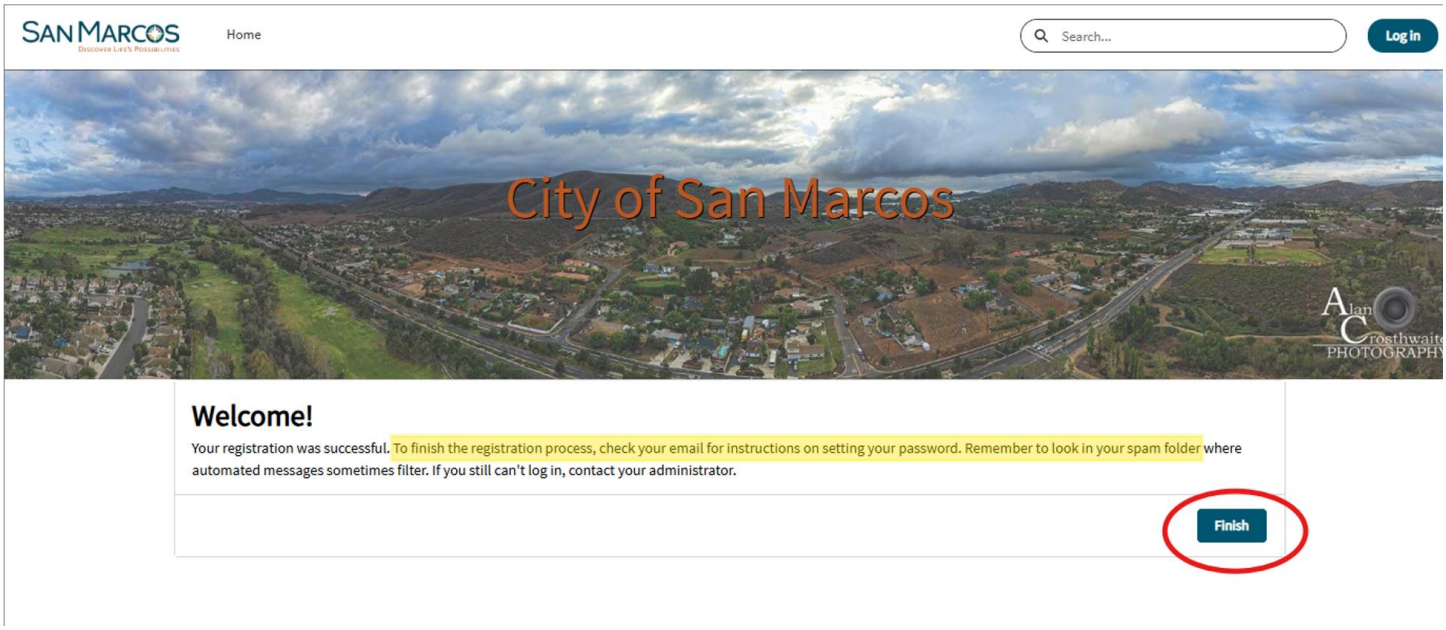
Fill in your User Information, then click on Next.



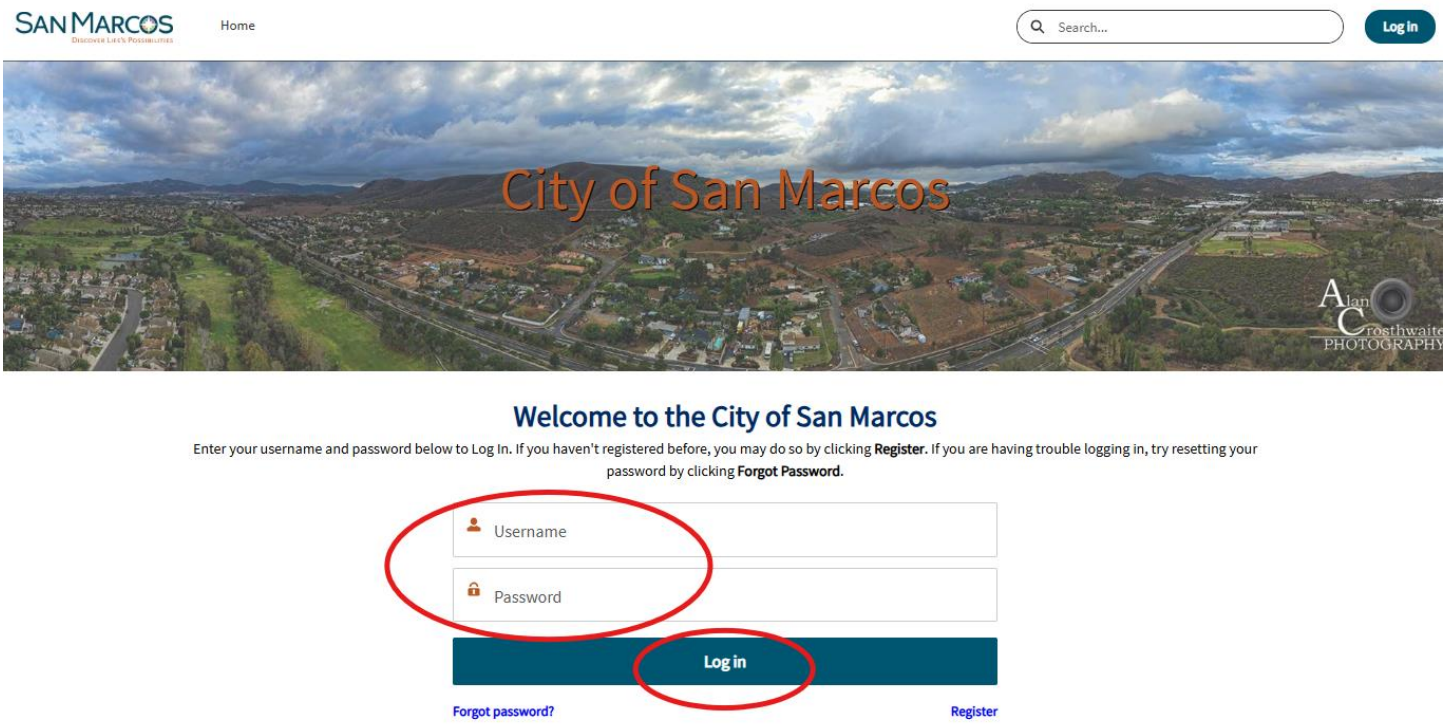
Select the checkbox to accept the Terms and Conditions, then click on Next.



Once you see this Welcome screen, you will need to check your email that you used to create your account to finish the registration process. **Please check your spam/junk mail folder if you don't see the email right away.**



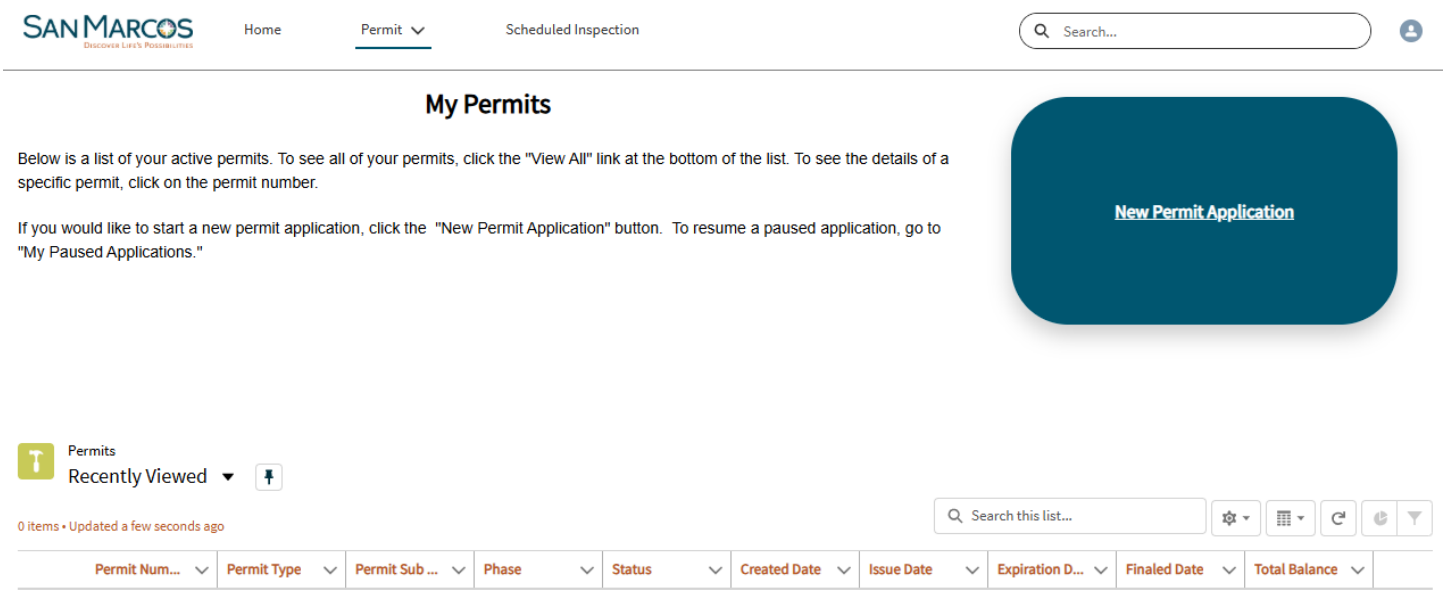
Once you click Finish, you will be directed back to the login page. Once you have finished the registration process in the previous step, you can now log in. Your Username is your email address that was used to create your account.



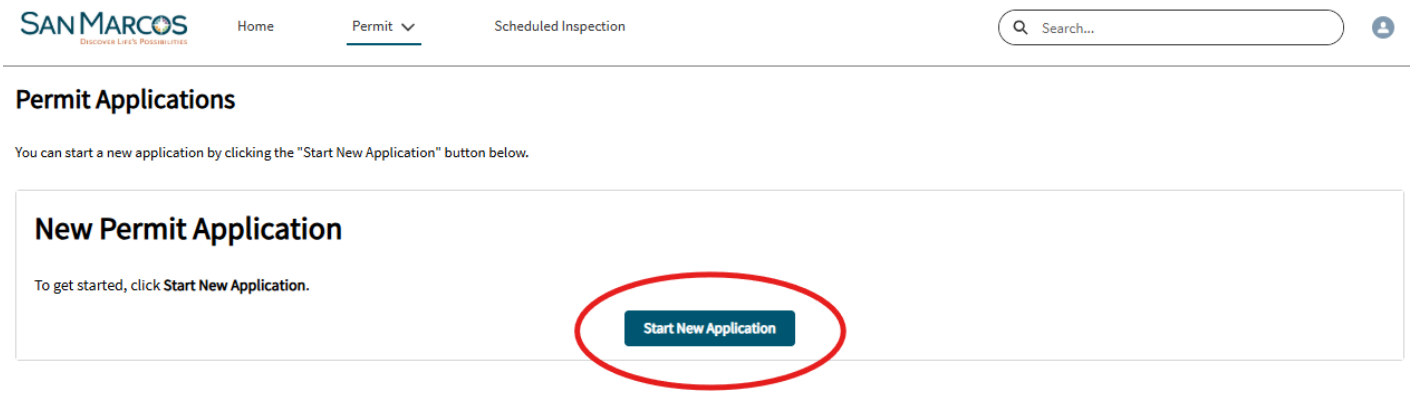
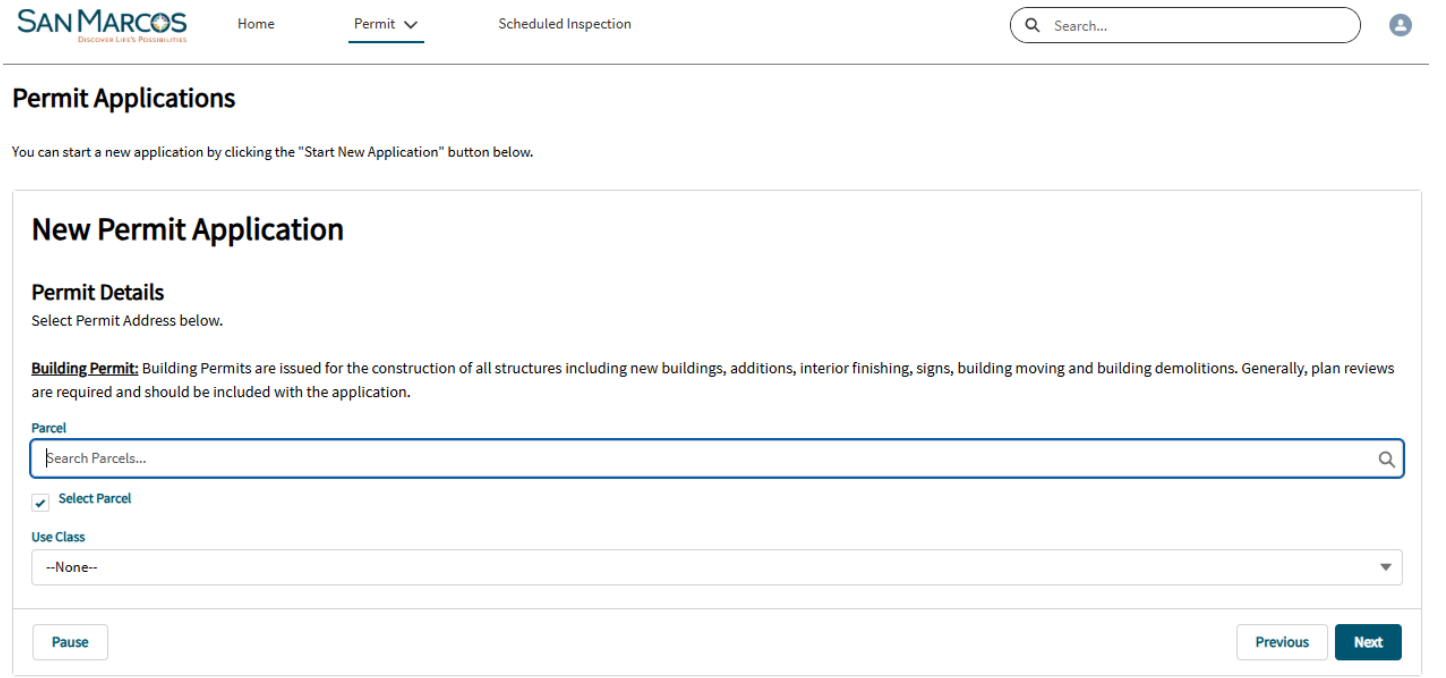
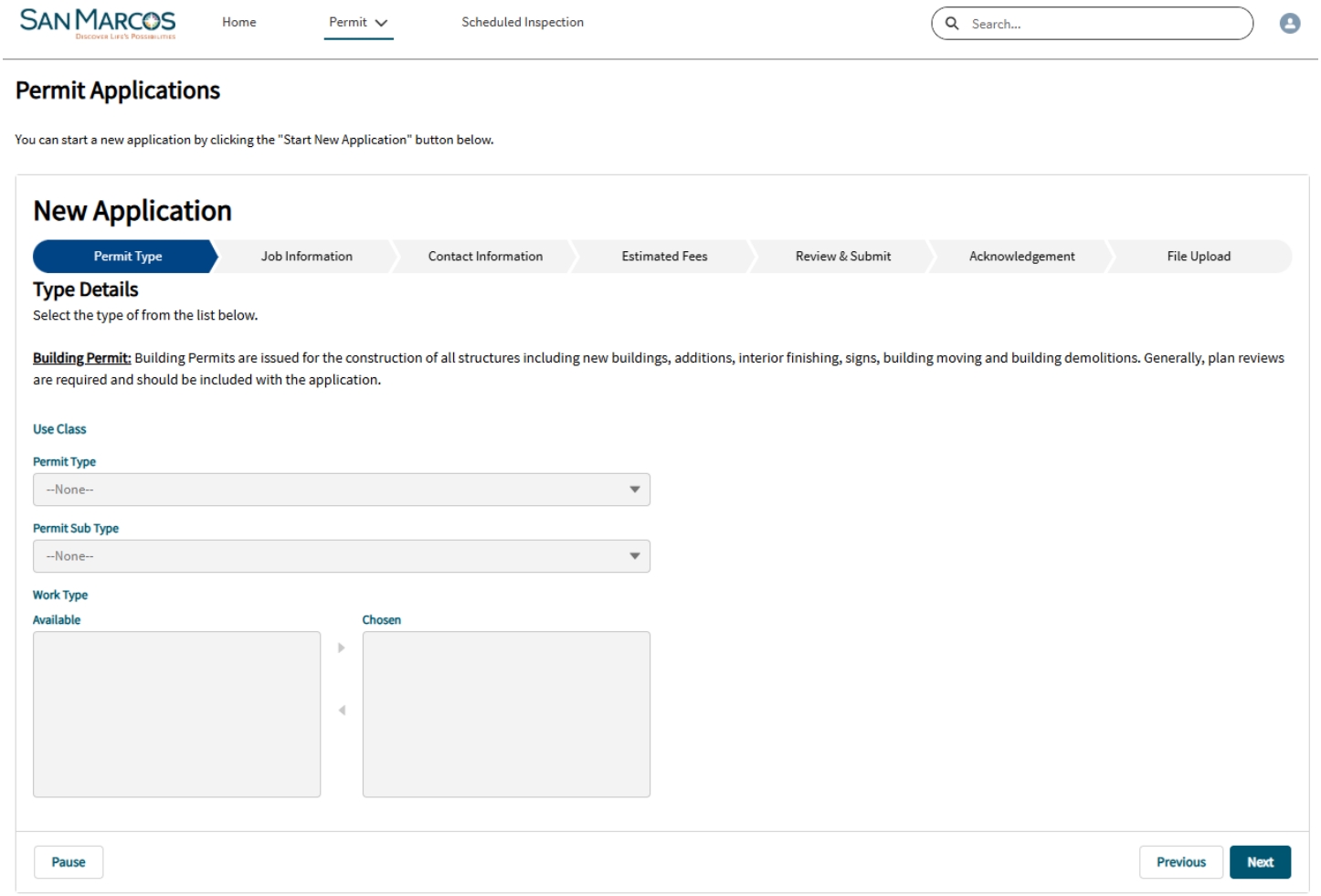
Once you have logged in you will see the following homepage. You can select the Permit menu option to create a new permit by submitting a New Permit Application.

VALLEY OF DISCOVERY

To start a new application, click on the New Permit Application button.



Next, click on the Start New Application button on this screen.



Enter your permit application information as applicable.