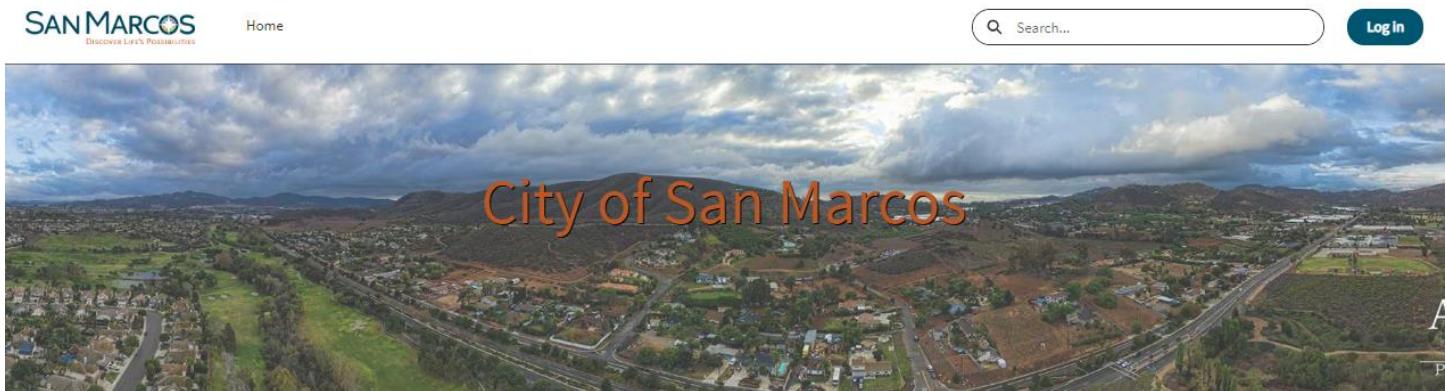


Guide to Setup New Account

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.



The landing page features a large, scenic aerial photograph of the City of San Marcos under a dramatic, cloudy sky. Overlaid on the image is the text "City of San Marcos" in a large, orange, serif font. At the top left is the "SAN MARCOS" logo with the tagline "Discover Life's Possibilities". At the top right are "Home", "Search...", and "Log In" buttons. Below the image, a "Welcome to the City of San Marcos" message is displayed, followed by login instructions. A "Register" link is circled in red at the bottom right of the login form.

Welcome to the City of San Marcos

Enter your username and password below to Log In. If you haven't registered before, you may do so by clicking [Register](#). If you are having trouble logging in, try resetting your password by clicking [Forgot Password](#).

Username

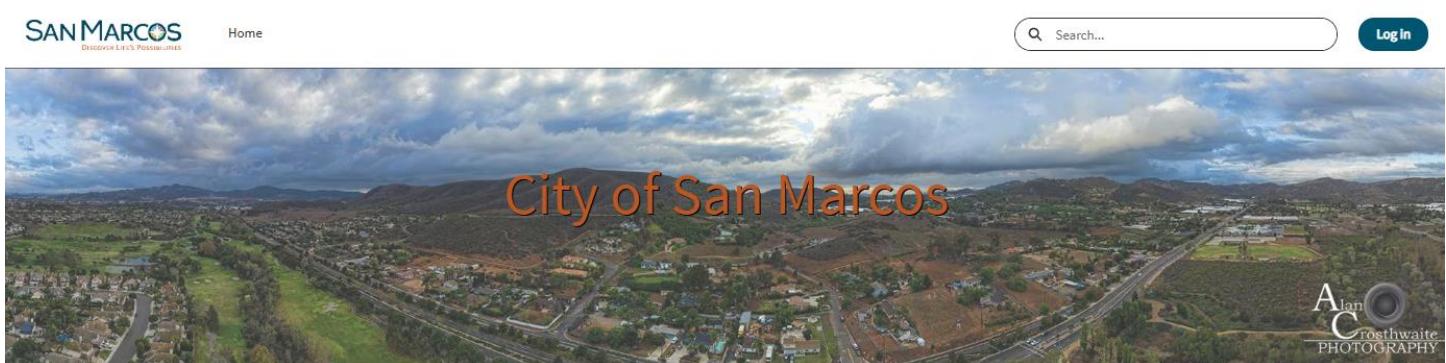
Password

[Log in](#)

[Forgot password?](#)

[Register](#)

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



The registration page features a large, scenic aerial photograph of the City of San Marcos under a dramatic, cloudy sky. Overlaid on the image is the text "City of San Marcos" in a large, orange, serif font. At the top left is the "SAN MARCOS" logo with the tagline "Discover Life's Possibilities". At the top right are "Search..." and "Log In" buttons. A "PHOTOGRAPHY" watermark with "Alan C. Costhwaite" is in the bottom right corner. Below the image, a "Register for an Account" message is displayed, followed by two options: "Citizen Account" and "Business Account".

Register for an Account

Citizen Account

Register as an individual to submit and monitor permit, license, and land use applications.

Business Account

Register as a business to submit and monitor permit, license, and land use applications.

Fill in your User Information, then click on Next.

City of San Marcos

User Information

Fill out the required information below to continue your registration.

* First Name

Complete this field.

* Last Name

Complete this field.

Phone

Address

Country

--None--

Street

City

State/Province

--None--

Zip/Postal Code

* Email

you@example.com

Complete this field.

Previous

Next

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



Terms and Conditions

To continue with the registration process, you must agree to our terms and conditions. To agree, check the box below.

General Disclaimer

While the City attempts to keep its web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City, as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this website is strictly prohibited without the prior written permission of the City.

The City is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material contained on the site, including without limitation, any material posted on the site. This website and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The City is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, this website and/or the materials contained on this website whether the materials are provided by the City or a third party.

In addition to the preceding terms and conditions the City, its officers, employees, agents or representatives shall not be liable for any damages of any kind arising from your use of the online payment service. Nothing contained in this website constitutes or is intended to constitute legal advice by the City or any of its agencies, officers, employees, agents, or representatives.

External Links

This Web site may contain links to other sites on the Internet, which are provided for the convenience of the user. The City is not responsible for and makes no representation about the content or material available on such other sites. Links are not intended to imply sponsorship, affiliation, or endorsement by the City.

Privacy Policy

While the City does not sell any information collected and provided through this Web site, such information may be subject to disclosure as required by any federal, state or local laws, rules, or regulations, including, but not limited to, the City's Public Records Act (Government Code Section 6250 et seq.).

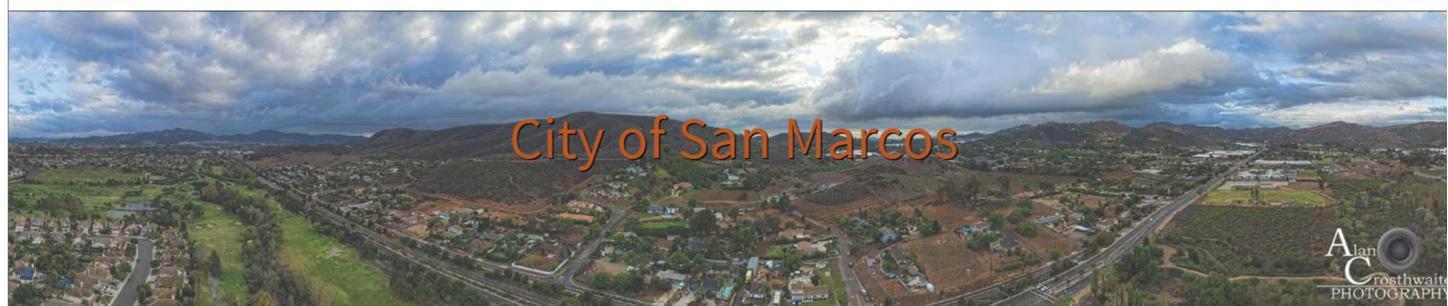
Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the City or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the City or any of its agencies, officers, employees, agents, or representatives, where notice to the City is required by any federal, state or local laws, rules, or regulations.

I have read and accepted the above terms.

[Previous](#) [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.**

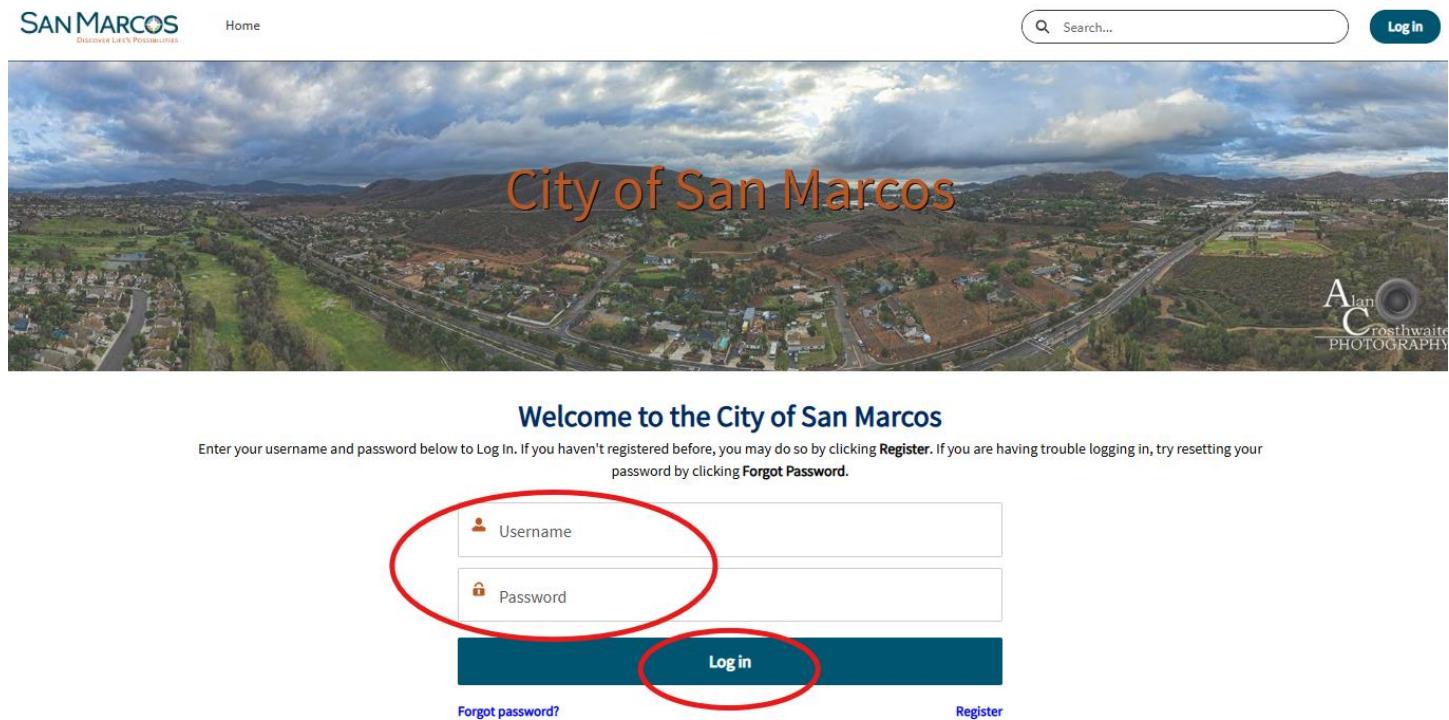


Welcome!

Your registration was successful. To finish the registration process, check your email for instructions on setting your password. Remember to look in your spam folder where automated messages sometimes filter. If you still can't log in, contact your administrator.

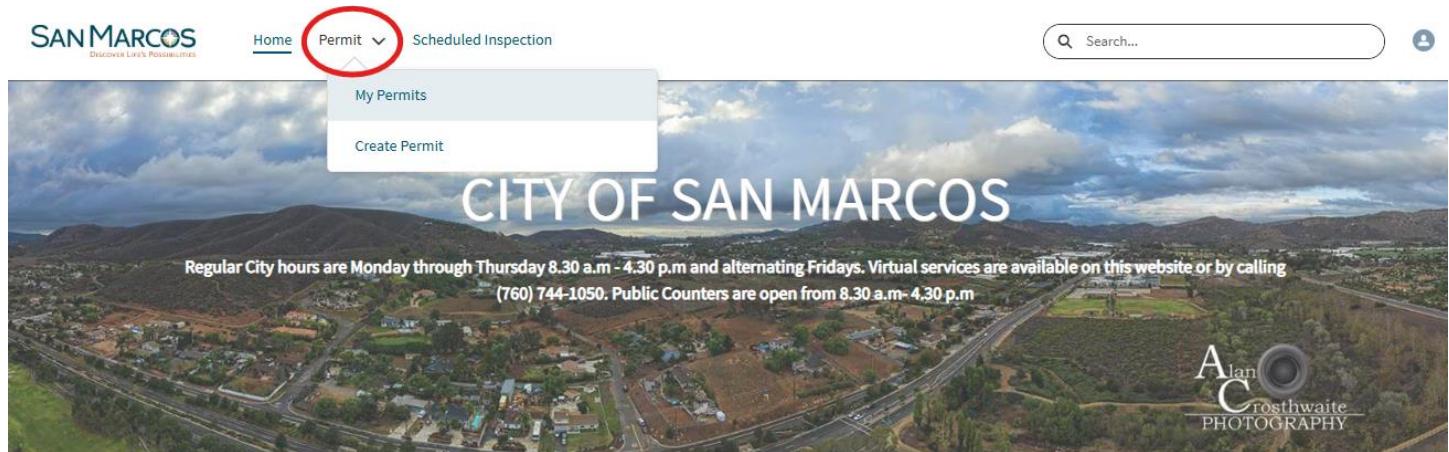
[Finish](#)

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.



The image shows the City of San Marcos login page. At the top, there is a banner with the text "City of San Marcos" and a photograph of the city. The login form is centered, featuring fields for "Username" and "Password", and a "Log in" button. The "Username" and "Password" fields are circled in red. Below the form are links for "Forgot password?" and "Register".

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.



The image shows the City of San Marcos homepage. The top navigation bar includes links for "Home", "Permit", "Scheduled Inspection", and "Search...". The "Permit" link is circled in red. The main content area features a large photograph of the city and the text "CITY OF SAN MARCOS". Below this, there is information about regular city hours and a contact number. The "VALLEY OF DISCOVERY" logo is visible at the bottom.



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



Home Permit  Scheduled Inspection

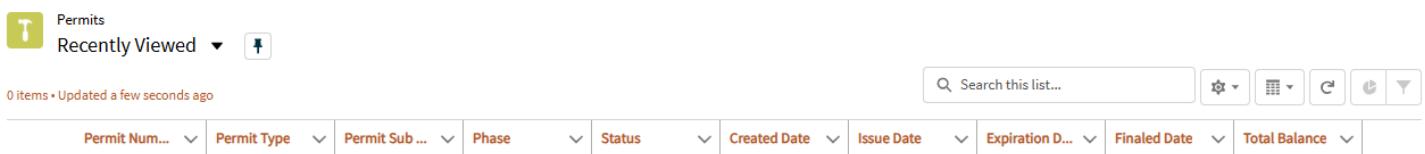
Search... 

My Permits

Below is a list of your active permits. To see all of your permits, click the "View All" link at the bottom of the list. To see the details of a specific permit, click on the permit number.

If you would like to start a new permit application, click the "New Permit Application" button. To resume a paused application, go to "My Paused Applications."

[New Permit Application](#)



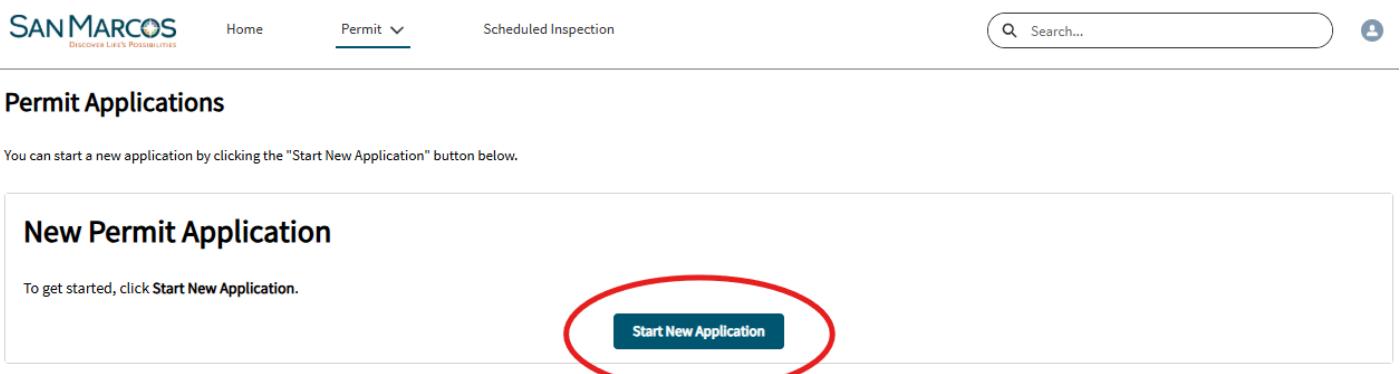
Permits Recently Viewed 

0 items • Updated a few seconds ago

Search this list... 

Permit Num...	Permit Type	Permit Sub ...	Phase	Status	Created Date	Issue Date	Expiration D...	Finalized Date	Total Balance
---------------	-------------	----------------	-------	--------	--------------	------------	-----------------	----------------	---------------

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



Home Permit  Scheduled Inspection

Search... 

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Permit Application

To get started, click [Start New Application](#).

[Start New Application](#)

Enter your permit application information as applicable.

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Permit Application

Permit Details

Select Permit Address below.

Building Permit: Building Permits are issued for the construction of all structures including new buildings, additions, interior finishing, signs, building moving and building demolitions. Generally, plan reviews are required and should be included with the application.

Parcel

Search Parcels...



Select Parcel

Use Class

--None--



Pause

Previous

Next

Permit Applications

You can start a new application by clicking the "Start New Application" button below.

New Application

Permit Type

Job Information

Contact Information

Estimated Fees

Review & Submit

Acknowledgement

File Upload

Type Details

Select the type of from the list below.

Building Permit: Building Permits are issued for the construction of all structures including new buildings, additions, interior finishing, signs, building moving and building demolitions. Generally, plan reviews are required and should be included with the application.

Use Class

Permit Type

--None--



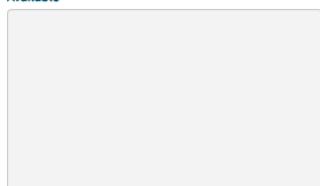
Permit Sub Type

--None--

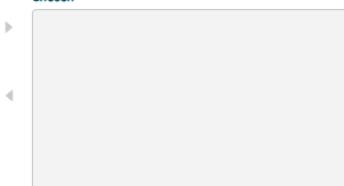


Work Type

Available



Chosen



Pause

Previous

Next