

How to Update Contact and Login Information

Use this guide to update your Contact Information or Login Information.

Before you begin

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Log in for portal account

The following pages walk through each step.

Step 1

Sign in to the portal

Open the customer portal and sign in to the account associated with your application.

City of
SACRAMENTO

PUBLIC PERMIT PORTAL

 Announcements  Register for an account  Login

Search...  

Home Building Planning Public Works **Operating Permit** General Property Info

Advanced Search ▼

SACRAMENTO PUBLIC PERMIT PORTAL

Welcome to Sacramento's Public Portal! This portal allows the public to check statuses, pay fees, and view details for permits.

If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate program heading. **Additional Payment instructions can be found [here](#).**

Some Portal functionality is only available after registering for an account.

APPLICATION INSTRUCTIONS

For instructions on preparing and submitting an application navigate to the program's web page below.

Planning Division: [e-Planning information and videos](#)
Building Division: [Electronic Plan Check \(EPC\)](#), [Production Permit](#), [Web Minor Permits](#), [Safety Inspection Requests](#),
[Inspection Scheduling](#), [Online Payments](#)
Operating Permits: [Short-Term Rentals](#), [Mobile Food](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

- Enter your portal email address and password.
- Select **Sign In** to access your account dashboard.

Step 2

Open Account Management

From your portal account, select Account Management.



The screenshot displays the City of Sacramento Public Permit Portal. At the top, the "City of SACRAMENTO" logo is on the left, and "PUBLIC PERMIT PORTAL" is on the right. Below the logo, a navigation bar includes "Announcements", "Logged in as:jsmith", "Collections (0)", and "Account Management" (which is highlighted with a red box). To the right of "Account Management" is a "Logout" link. Below the navigation bar is a search bar with the text "Search..." and a green search button. Under the search bar is a horizontal menu with "Home", "Building", "Planning", "Public Works", "Operating Permit", and "General Property Info". Below this menu is a dark blue bar with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area is titled "Manage Your Account" and includes the text "Your current account information is shown below. Click an Edit button to update information within a section." Below this is a light blue box containing the instruction: "• Locate **Account Management** at the top."

Step 3

Edit Login Information

Scroll to Login Information and select Edit

[Dashboard](#)[My Records](#)[My Account](#)[Advanced Search ▼](#)

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

[Edit](#)

User Name:

jsmith

E-mail:

[REDACTED]

Password:

Security Question:

To what city did you go the first time you flew on a plane?

- To Edit Login Information, select **Edit**.
- Enter the updates then select **Save**.

Step 4

Edit Contact Information

Scroll down to Contact Information

Contact Information

[Add a Contact](#)

Showing 1-5 of 5 | [Download results](#)

First Name	Last Name	Business Name	Contact Type	Address Line 1	Mobile Phone	E-mail	Status	Action	Full Name
Joe	Smith		Manager	456 City Hall St.	916-808-8955		Approved	  	Joe Smith



Manage Your Account

View Contact Detail

Validate and update your contact information at this page.

Contact Information

*First: Middle: *Last:

Name of Business:

*Address:

*City: *State: *Zip:

*Mobile Phone: Work Phone: Home Phone:

*E-mail:

[Save](#)

[Back to Account Management](#)

- Select the **magnifying glass icon** labeled **View**.
- Update the information then select **Save**.