

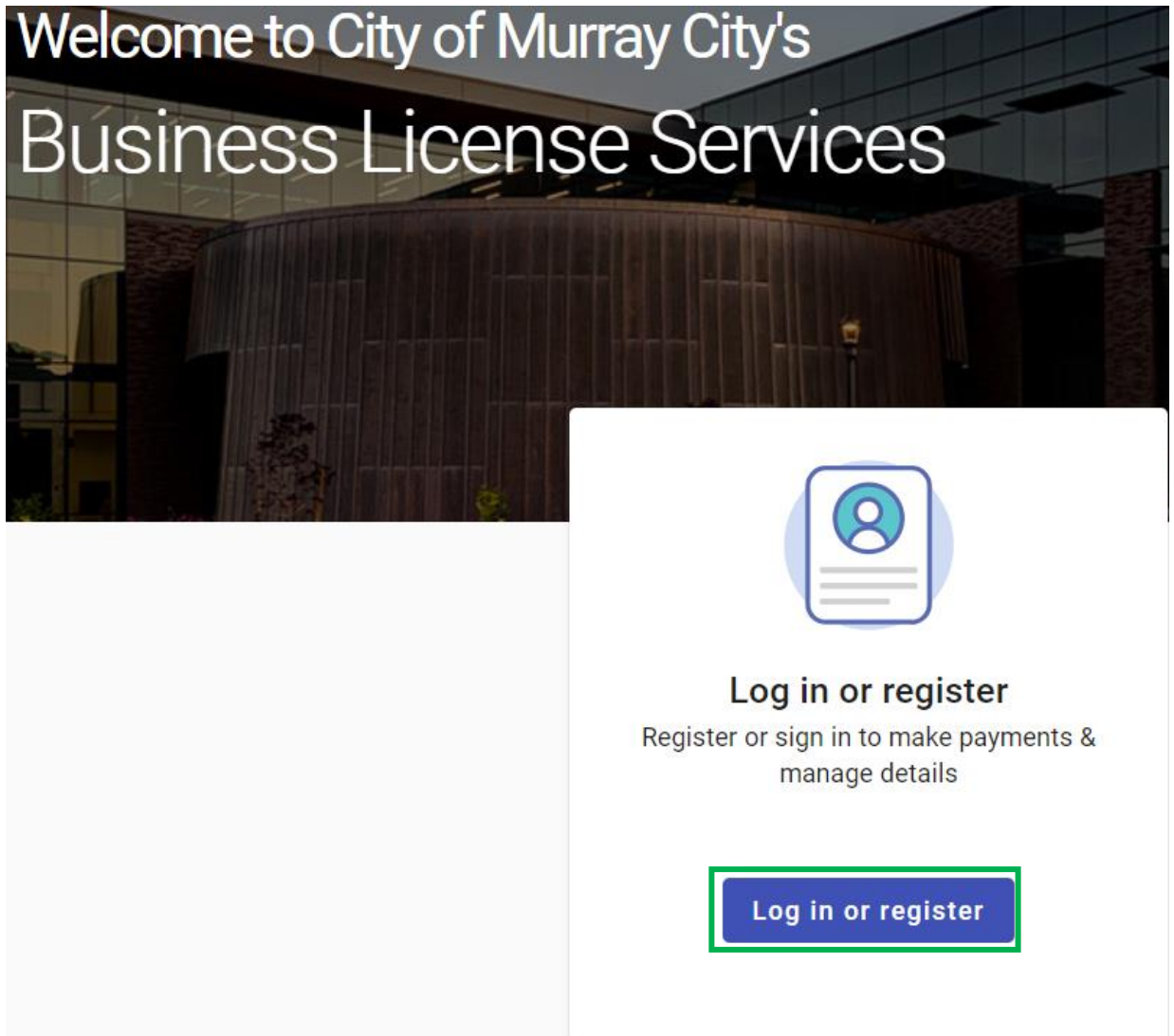
# Business License New User Guide

Website Link: <https://cityofmurraycityut.tylerportico.com/css/citizen-selfservice-bl/bl/dashboard/guest>

Please follow the steps shown below to complete the setup of your Resident Access Account.

First Time Login:

- On the business license homepage select [Log in or register](#)



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- Once you have selected “Log in or register” you will see the below login options.
- For first time users, select the “Create Account” option – **DO NOT** use “Sign in to community access services”.
- Return users may log in with the “email address” option.



Sign in to community access services for City of  
Murray City.

Email address

☐ Keep me signed in

Next

OR

Sign in with...



[Unlock account?](#)


[Help](#)

Create an account

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- Next enter your information into the boxes and then click "Sign Up".
- The email address entered here, will be used to receive a verification code in the next step.  
\*Remember to check the spam or junk folders as well.

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Create an account

Email

First name

Last name

Mobile phone

Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Sign up

[Already have an account?](#)

- Using the code that was sent to your email, enter it in the “Enter Code” box.
- Then click “Verify”.

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Verify with your email

placeholder@placeholder.com

We sent an email to **p\*\*\*r@placeholder.com**.  
Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

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- Next you will see the two-factor authentication page. You may choose one option to set up a two-factor authentication method or click continue to skip this process.

## Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

### Set up optional

#### Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

Used for access

[Set up →](#)



#### Okta Verify

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

Used for access

[Set up →](#)

#### Phone

Verify with a code sent to your phone

Used for access

[Set up →](#)

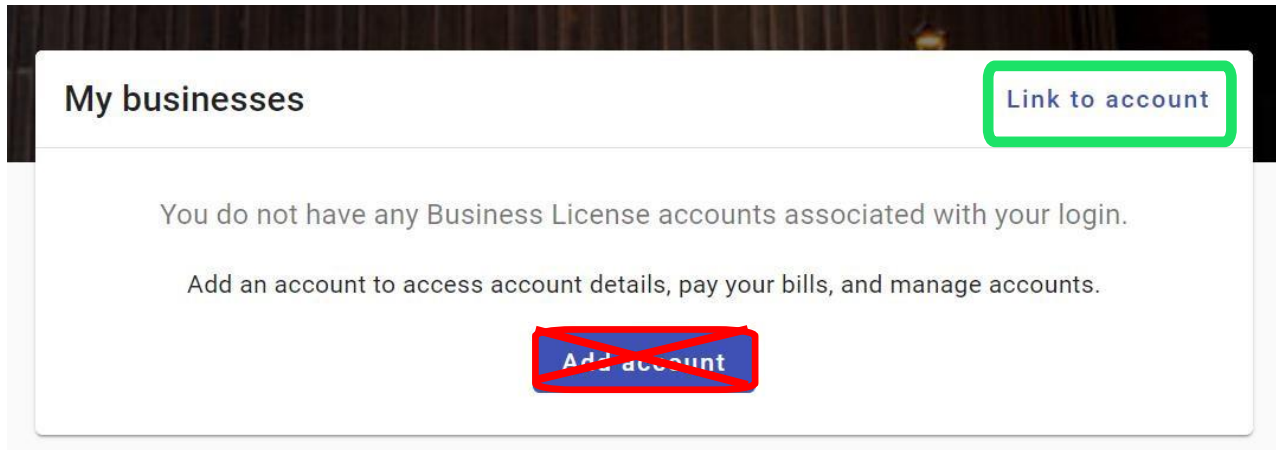
[Continue](#)

[Back to sign in](#)

# Business License New User Guide

Next you will be greeted with the Murray City Business License Homepage.

- Click the “[Link to account](#)” button.



- Enter your [Business ID](#), [Owner name](#) and then click “[Find Account](#)”.

A screenshot of the 'Welcome to Business License' form. At the top, there is an icon of a building with a computer monitor. Below the icon, the text reads 'Welcome to Business License' and 'Let's find your Business License account'. There are two input fields: 'Business ID\*' and 'Owner name\*', both of which are highlighted with a red border. At the bottom, there are two buttons: 'Cancel' and 'Find account', with the 'Find account' button highlighted with a green border.

# Business License New User Guide

- Next, confirm your business's information and click "Finish & view account".



**We found your account!**

Acct 1000

10E 4800S

Murray, UT 84107

Placeholder Business

[That's not me](#)

Cancel

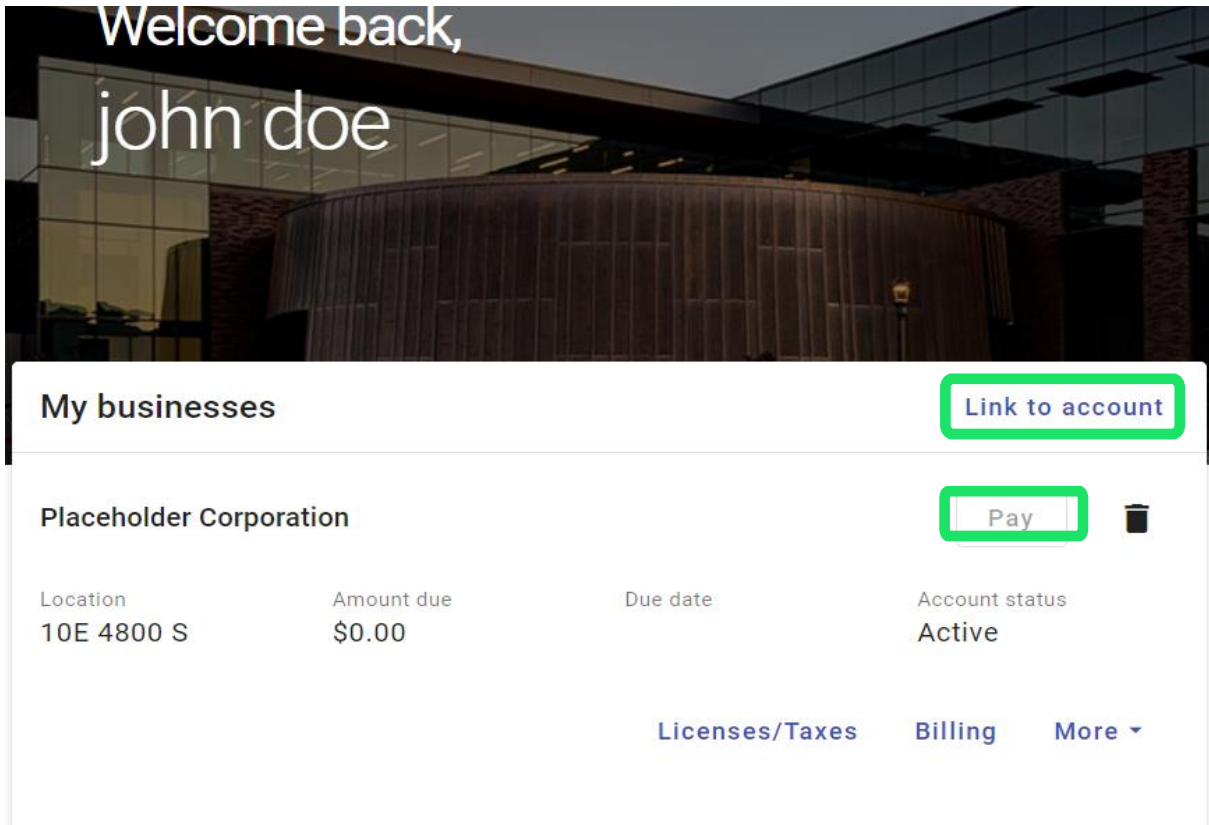
Finish & view account



# Business License New User Guide


You will now be on the Business License home page. From here you can view

- your current amount due,
  - payment due date,
  - and your *account* status.
- 
- By clicking the [“Licenses/Taxes”](#) button, you can view your license type and license status.
  - By clicking the [“Billing”](#) button, you can view fee details, mailing address or setup your payment options.
  - By clicking the [“Link Account”](#), you may link multiple business licenses to your new account, add them to your cart, and pay altogether.



Welcome back,  
john doe

**My businesses** [Link to account](#)

Placeholder Corporation			<a href="#">Pay</a> 
Location	Amount due	Due date	Account status
10E 4800 S	\$0.00		Active
<a href="#">Licenses/Taxes</a>			<a href="#">Billing</a> <a href="#">More ▾</a>