

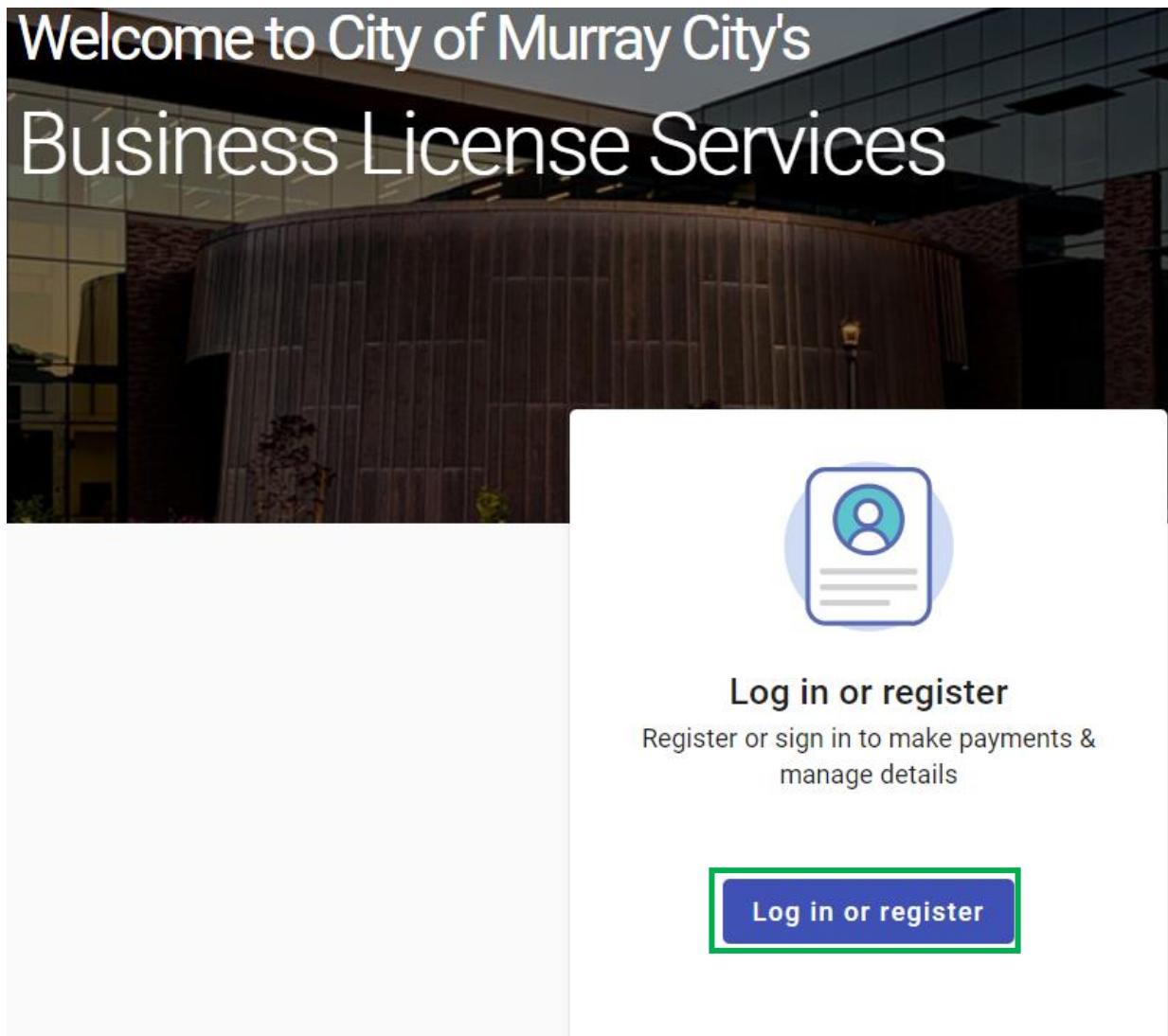
Business License New User Guide

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 A small icon of a person with a question mark.

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	
<input type="text"/>	
First name	
<input type="text"/>	
Last name	
<input type="text"/>	
Mobile phone	Optional
<input type="text"/>	
Password	
<input type="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 →](#)

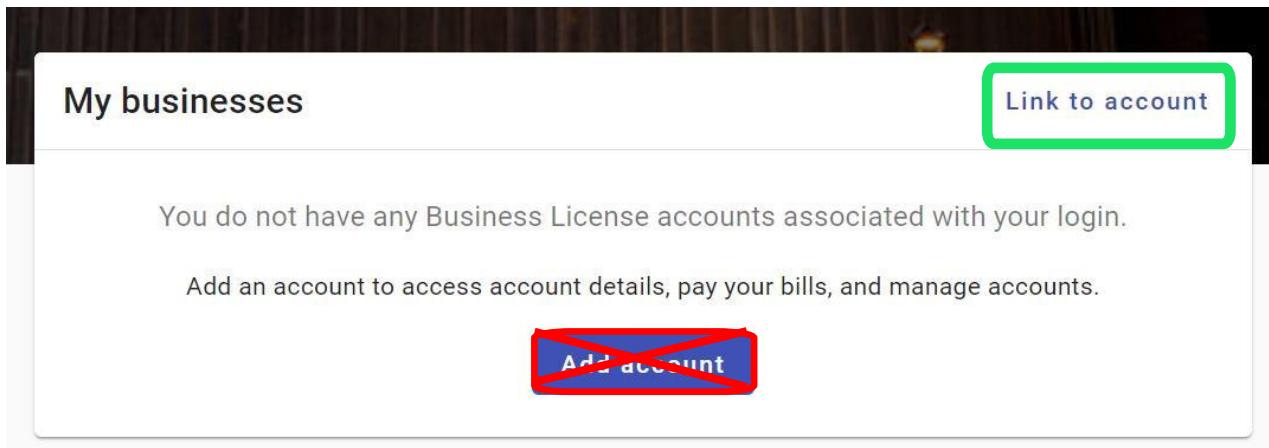
[Continue](#)

[Back to sign in](#)

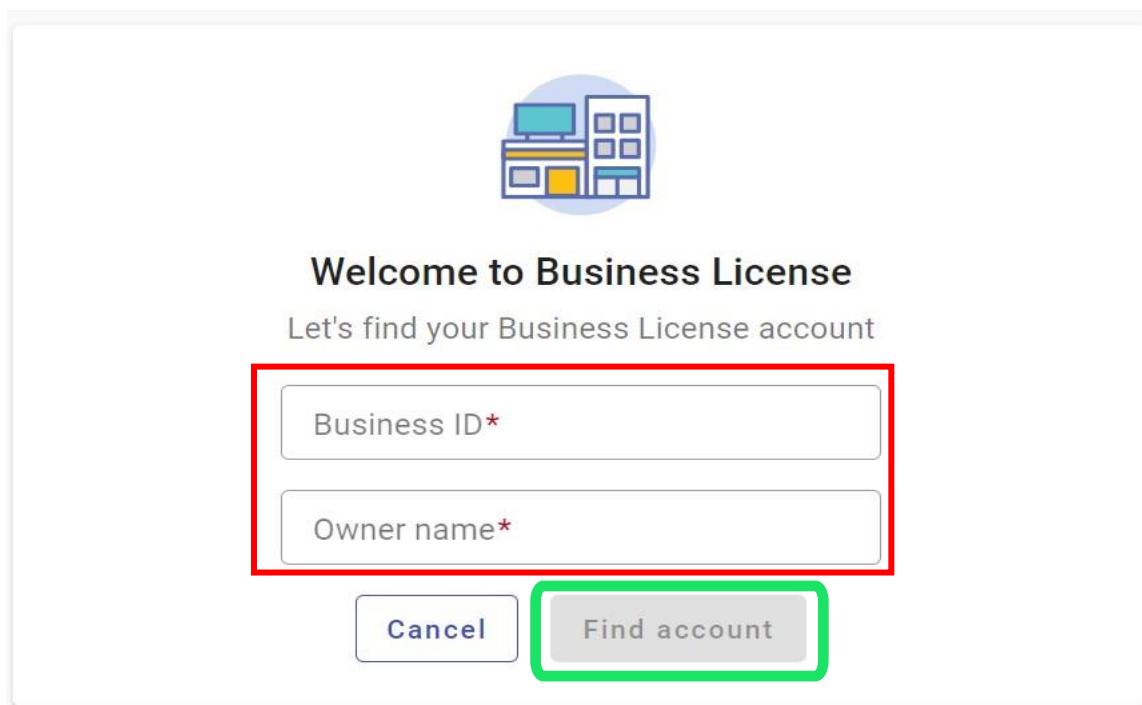
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Next you will be greeted with the Murray City Business License Homepage.

- Click the “Link to account” button.



- Enter your Business ID, Owner name and then click “Find account”.



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

Placeholder Corporation

Location	Amount due	Due date	Account status
10E 4800 S	\$0.00		Active

[Link to account](#)

[Pay](#) [Delete](#)

[Licenses/Taxes](#) [Billing](#) [More ▾](#)