Creating a Public Portal Account

1. Through San Miguel County’s website navigate to the Permit Central page under Services.

2. On the Permit Central page, click the Apply for a Permit link.

3. You will now be navigated to SmartGov’s Public Portal. From here you can create a new account or login in to an existing account.

To create a new account, select **Sign Up** in the top right corner.
4. **Step One: Account.** You will now be prompted to enter a valid email address and create a password. Select **Next** in the bottom right hand corner once you have completed the above fields (if you do not have an access code, do not enter anything into the field).
5. Now fill in the contact information prompted in **Step 2: Contact**. Ensure you fill out all required fields indicated with a red asterisk *. 

![Contact Information Form](image-url)
6. **Step Three: Review.** Verify that the information you entered in steps One and Two are correct. Select the check box next to Terms And Conditions. Once you have agreed you can select **CREATE MY ACCOUNT.**

7. Check your email that you used to create your account, SmartGov will send you a verification email within 30 minutes of creating your account.