



City of Laguna Niguel's New Permit System

How To Register for the City of Laguna Niguel Online Permit Center

All customers must register with the new permit system. After registering for an account, you will be able to apply online, pay invoices, view your permit status, and request inspections from a personalized dashboard.

Follow the instructions below to register for an account.

1. Navigate to the Laguna Niguel Permit Center page by clicking [HERE](#) then click **Login or Register** in the top right corner.
2. From the new screen click **Create an account** (please see below).
3. Type your email, name, phone number, and password into the boxes provided and click **Sign up**.

The left screenshot shows the 'Sign in to community access services' screen. It features a globe icon and the text 'Sign in to community access services.' Below this are four social login buttons: 'Sign in with Google', 'Sign in with Apple', 'Sign in with Microsoft', and 'Sign in with Facebook'. Below these is an 'OR' separator and an 'Email address' field. There is a checkbox for 'Keep me signed in' and a blue 'Next' button. At the bottom, there are links for 'Unlock account?' and 'Help', and a red box highlights the 'Create an account' link.

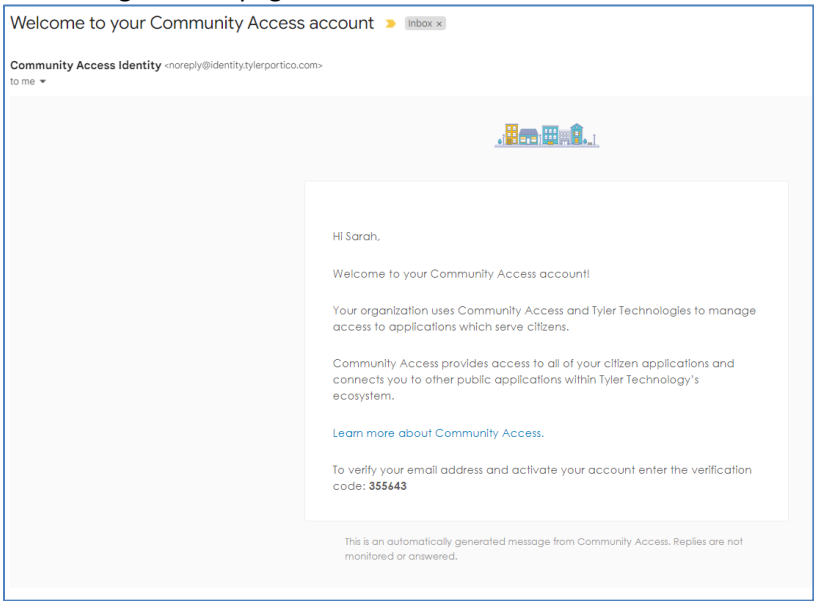
The right screenshot shows the 'Create an account' form. It features a globe icon and the text 'Create an account'. Below this are fields for 'Email', 'First name', 'Last name', and 'Mobile phone' (marked as optional). There is a 'Password' field with an eye icon. Below the password field are 'Password requirements' listed as: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username'. There is a blue 'Sign up' button. At the bottom, there is a link for 'Already have an account?' highlighted by a red box.

4. If the system matches you with an existing contact, you will be prompted to enter a password or to receive a link to sign in, as shown on the screen on the lower right. If you have forgotten your password, click the link to reset it as shown in the screen on the lower left.

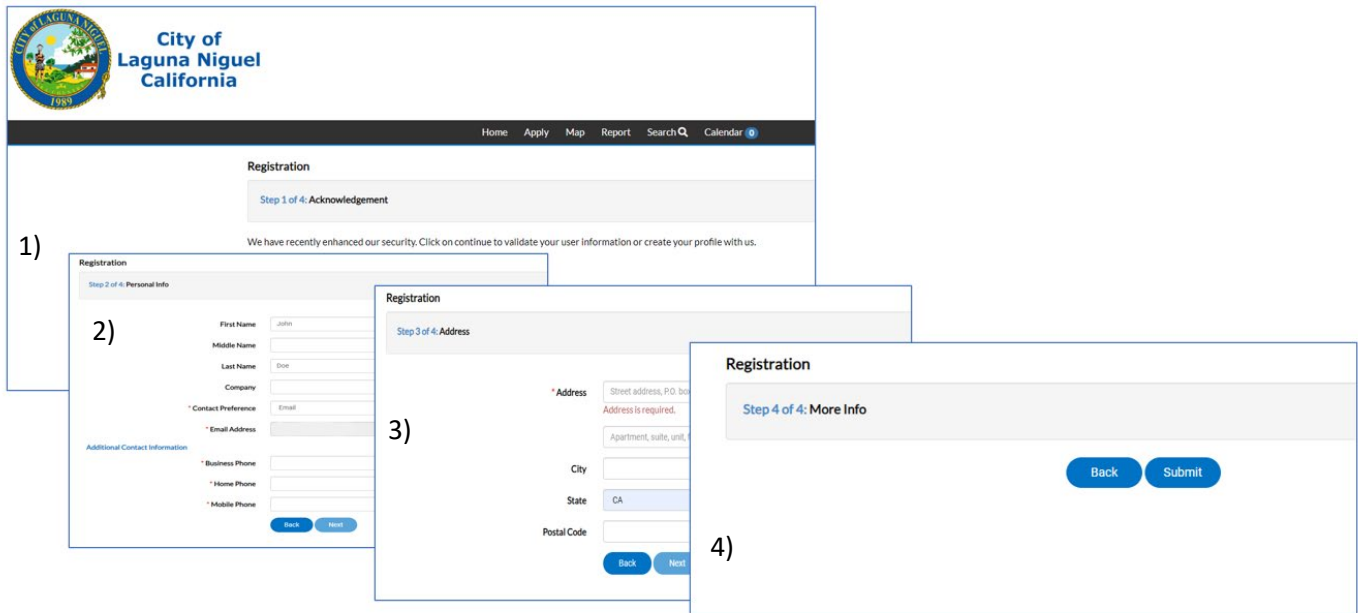
The left screenshot shows the 'Verify it's you with a security method' screen. It features a globe icon and the text 'Verify it's you with a security method'. Below this is a user icon and the email address '@gmail.com'. Below the email address is the text 'Select from the following options'. There are two options: 'Email' and 'Password', each with a 'Select' button. At the bottom, there is a link for 'Back to sign in'.

The right screenshot shows the 'Verify with your password' screen. It features a globe icon and the text 'Verify with your password'. Below this is a user icon and the email address 'builder@gmail.com'. Below the email address is a 'Password' field with an eye icon. There is a blue 'Verify' button. At the bottom, there are links for 'Forgot password?' and 'Back to sign in'.

If after clicking Sign Up in Step 3, the system does not match you with an existing account, you will receive an email containing a verification code to proceed to create a new account. Enter the code from the email received onto the Registration page.



5. Once you have returned to the Permit Center registration page, complete the four steps shown below to complete your registration. Required fields are noted with an asterisk.



6. You have now completed the registration request process. You will receive an email confirming your account and will be directed to your Dashboard in the Laguna Niguel Online Permit Center.

