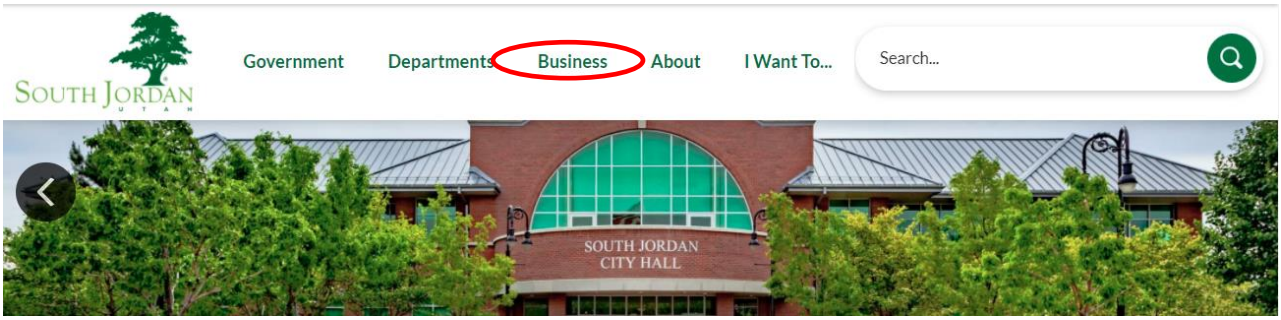
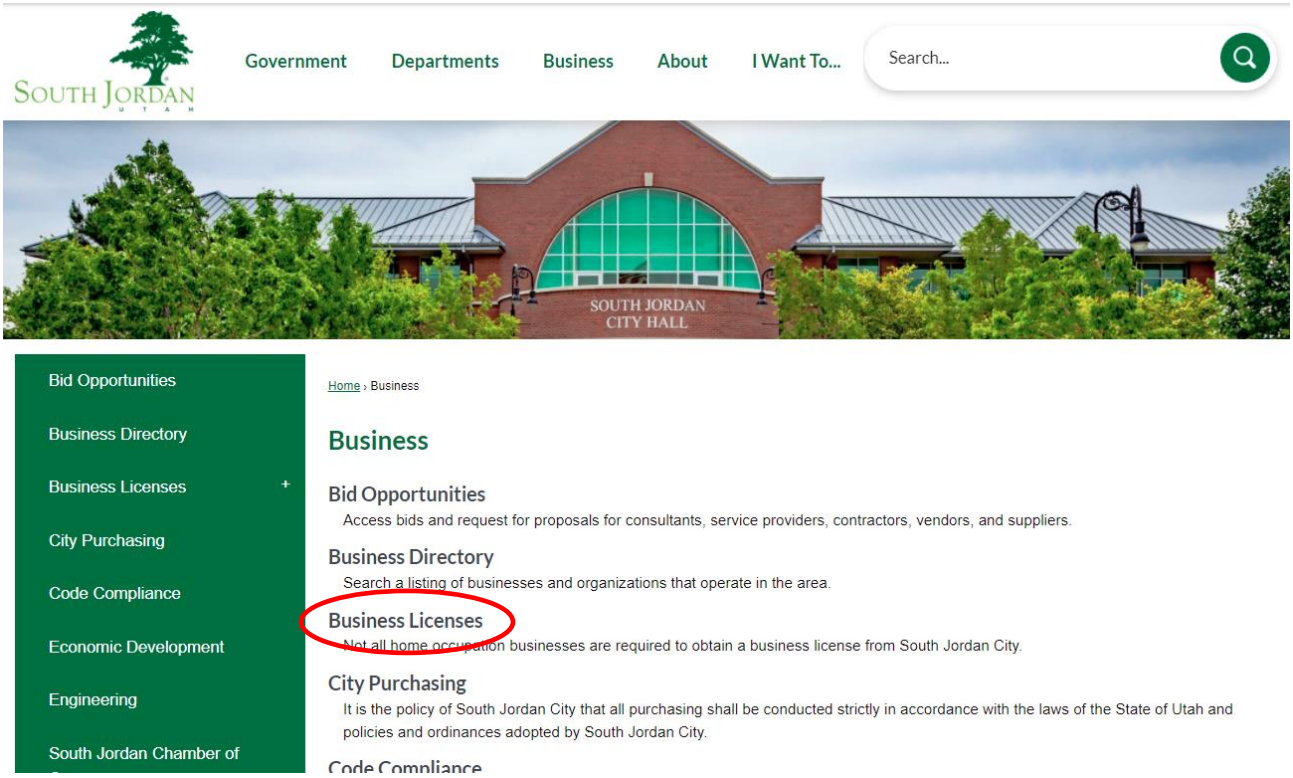
South Jordan City Business Licensing

How to Register for a South Jordan Online Portal Account

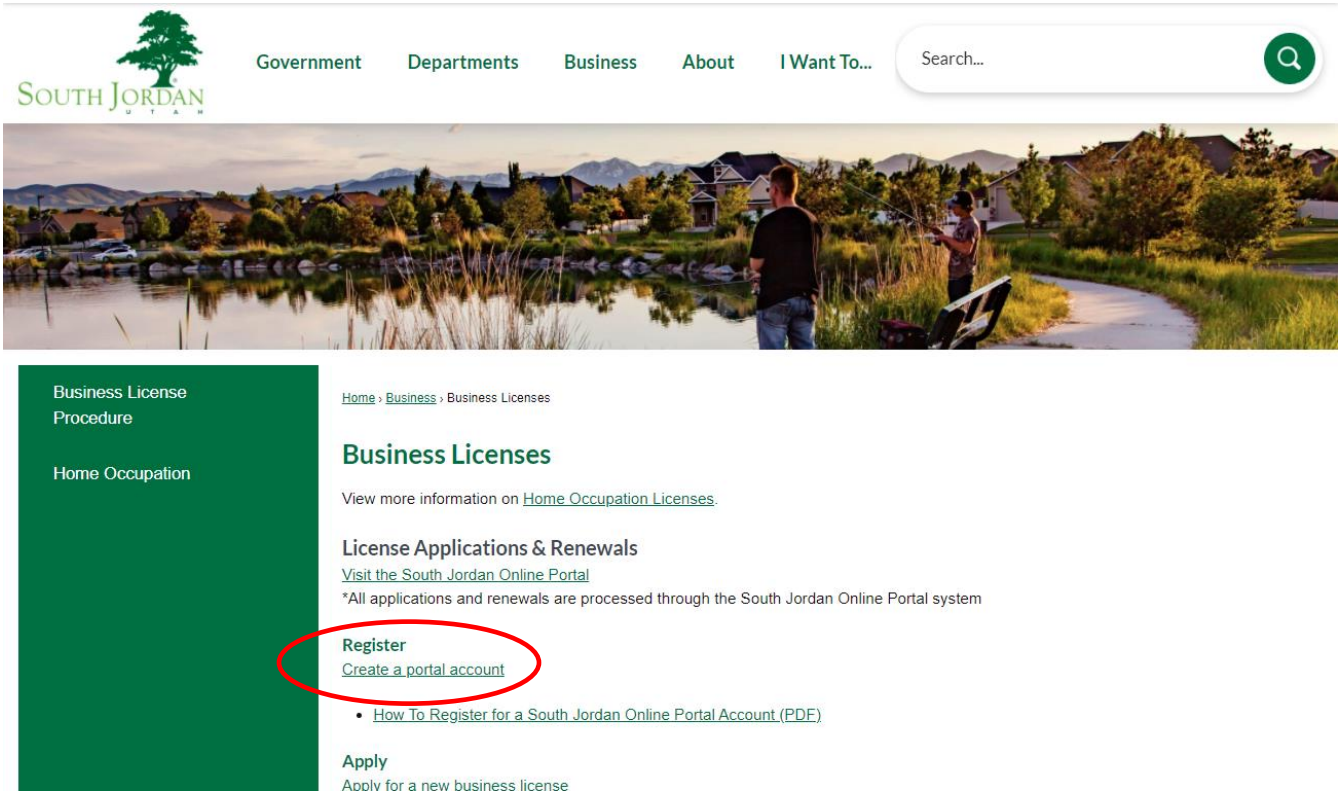
On the South Jordan City website, in the top ribbon, click **Business**



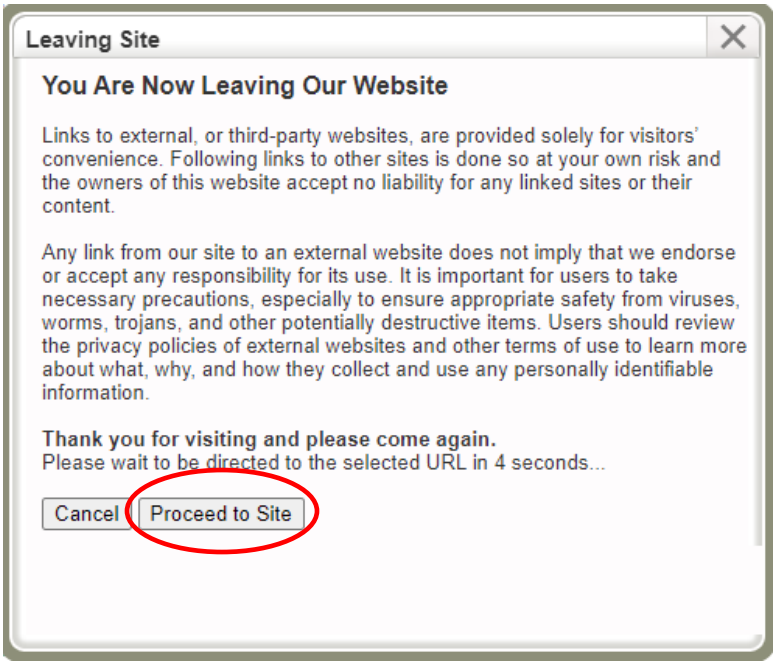
Click **Business Licenses**



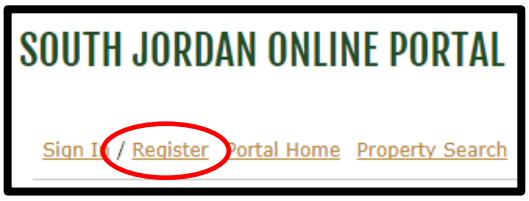
Under **Register** click Create a portal account



You will be redirected to the **SOUTH JORDAN ONLINE PORTAL**



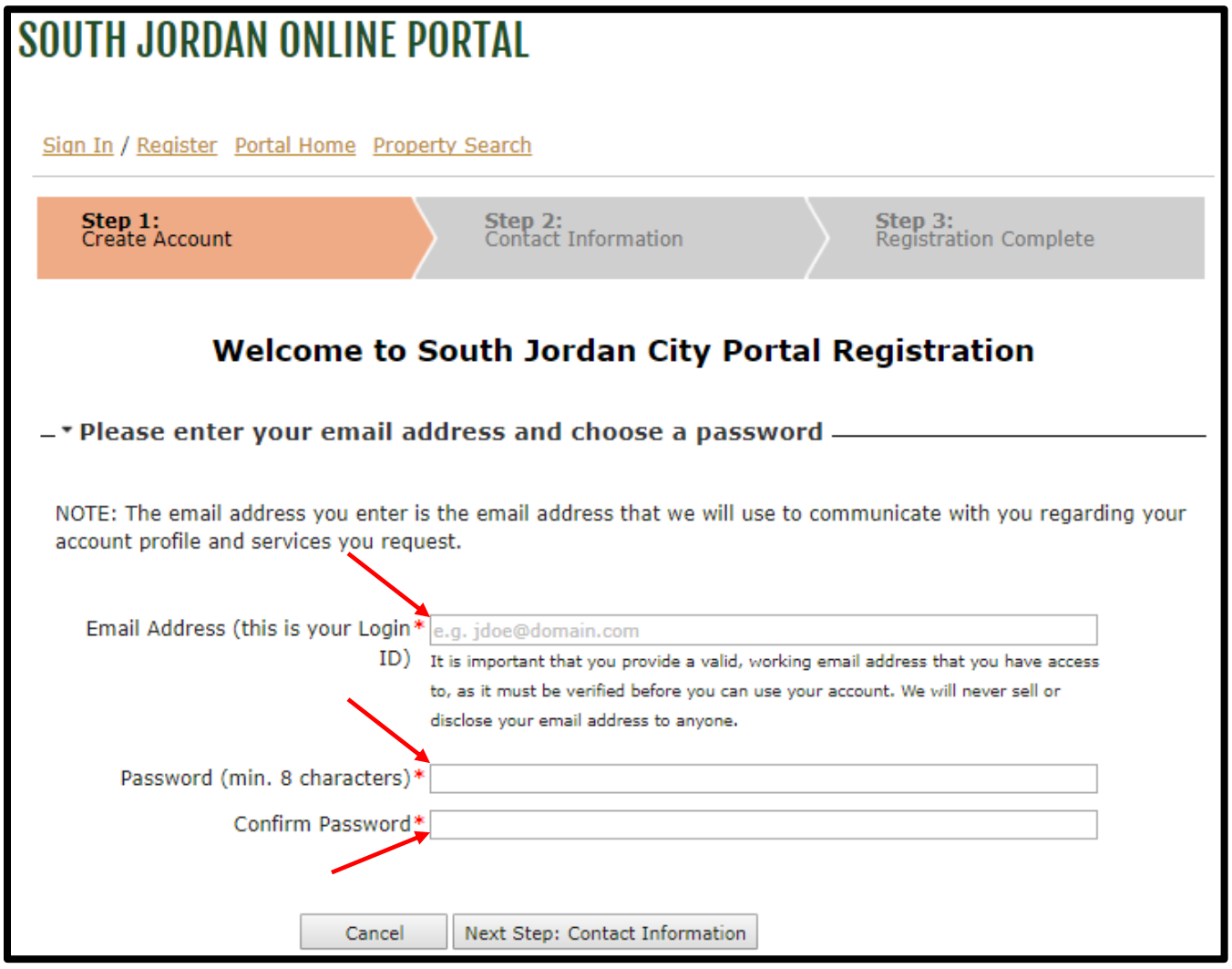
Click on **Register**



STEP 1: Create Account

Enter your email address and a password of your choosing. Confirm password.

- **Please note:** If you already have a business license the email address you register with must match the email address that is on file. If you would like to register with an email address that is different from the one on file or listed on your renewal form, or there is no email address listed, please contact Business Licensing at 801-254-3742.



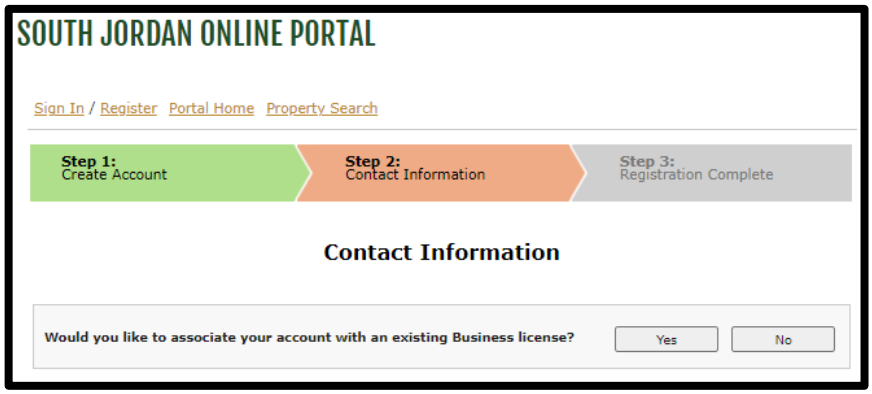
Click **Next Step: Contact Information**

STEP 2: Contact Information

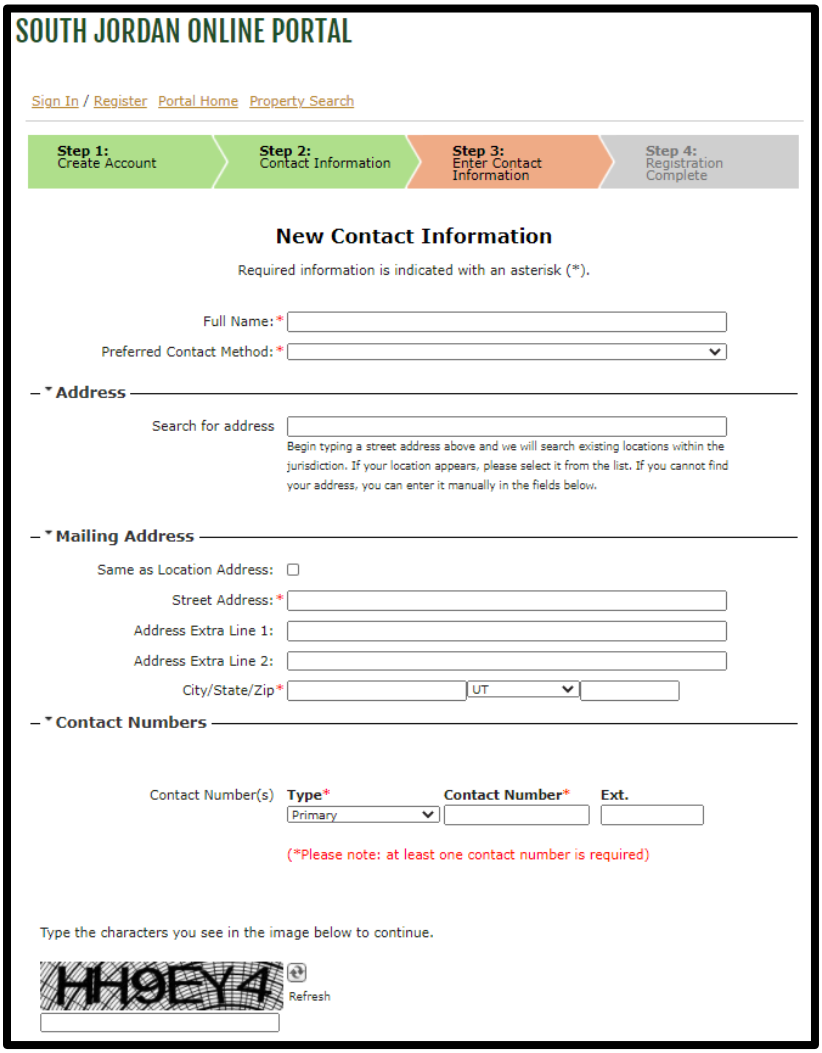
Would you like to associate your account with an existing Business license?

Click No: If you don't already have a business license or don't want to associate your registration with an existing business license, click **No**.

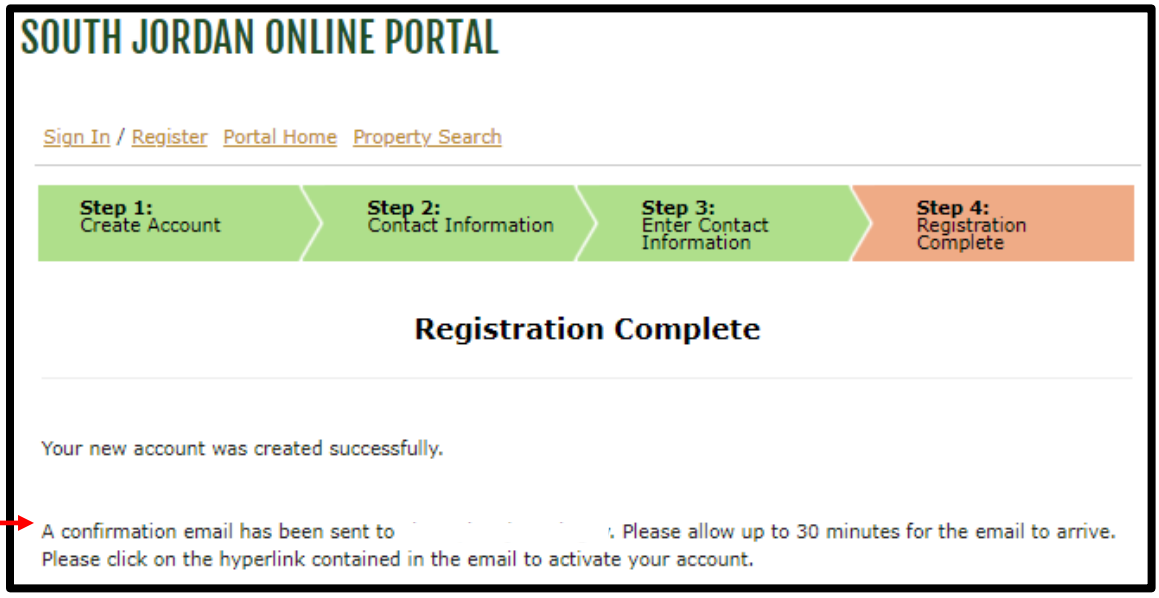
Click Yes: If you already have a business license with South Jordan and would like to associate the registration with the existing license, click **Yes** and enter the business license number.



STEP 3: New Contact Information – Enter required information and proceed to next step.



STEP 4: Registration Complete



IMPORTANT: You must **confirm your registration** via the confirmation email that will be sent to you. Click on the hyperlink in that email (or copy and paste it into your browser) to **activate your account**.