

# South Jordan City Business Licensing



## How to Register for a South Jordan Online Portal Account

Website - <http://www.sjc.utah.gov/>

Scroll to the bottom of the home page and under the header **BUSINESS RESOURCES** click **Business Licenses**

RESIDENT RESOURCES	BUSINESS RESOURCES	ABOUT SOJO	GOVERNMENT RESOURCES
Cemetery	<a href="#">Building Department</a>	City Life	City Departments
Fire Department	<a href="#">Business Licenses</a>	Contact	City Manager
Garbage & Recycling	<a href="#">City Purchasing</a>	Gale Center Museum	Contact
Parks & Recreation	Code Compliance	Get Involved	Courts & Fines
Pay Utility Bills	Economic Development	Job Opportunities	Elections
Police Department	Engineering	Latest News	Finance Department
Public Works	Planning & Zoning	Moving to SoJo	Mayor & City Council
Residential Permits	South Jordan Chamber of Commerce	Our Story & Vision	Meeting Agenda & Minutes/Archive Center
Report a Problem		Press Releases	Municipal Code
Streets & Lighting		SoJo Summerfest	Public Notices
Upcoming Events			Public Records
Water			South Jordan Strategic Priorities

Click on

[CLICK HERE TO GO DIRECTLY TO THE SOUTH JORDAN CITYVIEW PORTAL](#)

Click on **Register**

## SOUTH JORDAN ONLINE PORTAL

[Sign In](#) [Register](#) [Portal Home](#) [Property Search](#)

## 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 email Business Licensing prior to registering ([businesslicensing@sjc.utah.gov](mailto:businesslicensing@sjc.utah.gov)). Please include in the email the business name, license number, contact name, contact phone number, and email address you wish to register.

Click **Next Step: Contact Information**

## SOUTH JORDAN ONLINE PORTAL

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**Step 1:**  
Create Account

**Step 2:**  
Contact Information

**Step 3:**  
Registration Complete

### Welcome to South Jordan City Portal Registration

– ▾ Please enter your email address and choose a password \_\_\_\_\_

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login \*

ID) It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

Password (min. 8 characters)\*

Confirm Password\*

Cancel

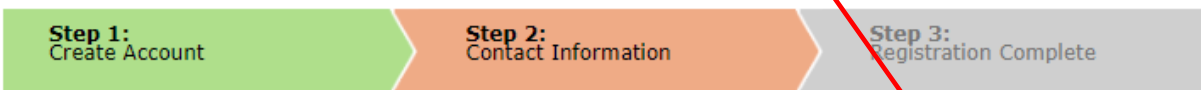
Next Step: Contact Information

## STEP 2: Contact Information

Are you trying to register as a contractor? Click NO

# SOUTH JORDAN ONLINE PORTAL

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## Contact Information

Are you trying to register as a contractor?

Previous Step: Create Account

Are you trying to register as a business owner? Click YES

Are you trying to register as a business owner?



**Enter your license or issuance number:**

**If you already have a business license:**

Fill in your business license number as found on your renewal notice (ex: LCB9999 or LCB20170000) and click **Search**. Click on your business name.

Enter your license or issuance number:

Click on the license to create a portal account linked to that license.

**YOUR BUSINESS NAME HERE** ▶  
YOUR BUSINESS ADDRESS HERE

To create new contact information to link to your CityView Portal account, click the 'Register as New Contact' button.

Click **OK** when asked to create a CityView Portal Account linked to YOUR BUSINESS NAME

**Create Account**

Create a CityView Portal Account YOUR BUSINESS NAME?

**If you are applying for business license or don't yet have a license number:**

Click **Search** and **Register as New Contact**. Complete New Contact Information and proceed to Step 3.

Enter your license or issuance number:

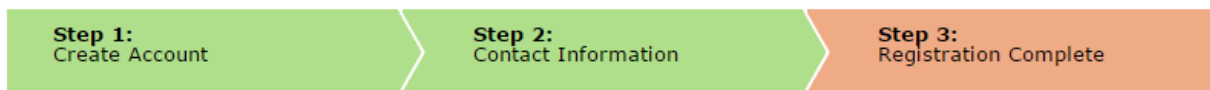
There are no active license records matching this license or issuance number.

To create new contact information to link to your CityView Portal account, click the 'Register as New Contact' button.

### STEP 3: Registration Complete

## CITYVIEW PORTAL

[Sign In / Register](#) [Portal Home](#) [Property Search](#)



### Registration Complete

Your new account was created successfully.

A confirmation email has been sent to your email address . Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.

**IMPORTANT:** You will now need to **confirm your registration** via the confirmation email that will be sent to you. Click on the hyperlink in that email to **activate your account**.