

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	Building Department	City Life	City Departments
Fire Department	Business Licenses	Contact	City Manager
Garbage & Recycling	City Purchasing	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). Please include in the email the business name, license number, contact name, contact phone number, and email address you wish to register.

SOUTH JORDAN ONLINE PORTAL

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

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*

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.

SOUTH JORDAN ONLINE PORTAL

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

Step 1: Create Account Step 2: Contact Information Step 3: Registration Complete

Contact Information

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

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

SOUTH JORDAN ONLINE PORTAL

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

Step 1: Create Account Step 2: Contact Information Step 3: Enter Contact Information Step 4: Registration Complete

New Contact Information

Required information is indicated with an asterisk (*).

Full Name: *

Preferred Contact Method: *

— * Address —

Search for address

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

— * Mailing Address —

Same as Location Address:

Street Address: *

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip * UT

— * Contact Numbers —

Contact Number(s)	Type*	Contact Number*	Ext.
	Primary	<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Type the characters you see in the image below to continue.

Refresh



STEP 4: Registration Complete

The screenshot shows the 'SOUTH JORDAN ONLINE PORTAL' header with navigation links for 'Sign In / Register', 'Portal Home', and 'Property Search'. A progress bar below the header indicates four steps: Step 1 (Create Account), Step 2 (Contact Information), Step 3 (Enter Contact Information), and Step 4 (Registration Complete), with Step 4 highlighted in orange. The main content area displays 'Registration Complete' and a message: 'Your new account was created successfully. A confirmation email has been sent to [redacted]; Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.' A red arrow points from the 'IMPORTANT' text below to the email confirmation message in the screenshot.

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**.