CITY OF SOUTH PORTLAND
City Clerk

Portal Registration Instructions

STEP 1 : Business Owner (or Manager) will need to register on the New Portal by clicking the Green "Register" button.

First time here?

REGISTER

STEP 2 : The email entered will need to be verified by an email being sent for confirmation before any attempt to log in can be made.

Helpful Hint:
CHECK THE JUNK/SPAM FOLDER

Login

USER EMAIL *

PASSWORD *

☐ REMEMBER ME NEXT TIME

SIGN IN   Forgot username or password?

STEP 3 : Follow the instructions to create a password

For new Registrations, please be aware of the below Password requirements:
- Password should be greater than 6 characters
- Password should not contain your name
- Password should not have more than 3 identical characters in a row
- Password should have at least 1 uppercase character (A-Z)
- Password should have at least 1 lowercase character (a-z)
- Password should have at least 1 digit (0-9)
- Password should have at least 1 special character (punctuation)

STEP 4 : Once registered, you will be able to log in to begin the licensing application process.