



City of Aspen Salesforce Applicant Portal

How To: Overview of the Portal



Want a visual?

[View video instructions here.](#)

Instructions

1. Navigate to the portal site at <https://cityofaspen.force.com/applicantportal/s/>. Note the link *Forgot your password?* and click here if you need to create a new password.
2. Log in with your username and password.
3. The green menu bar along the top of the page allows you to navigate to the different sections (Permits, Violations, Licenses, Receipts, etc.) of the site.
4. The top right person icon provides access to your personal account information, such as your profile and settings. You can also navigate back to the home page or log out through this icon.
5. The bell icon alerts you to any new notifications on your account.
6. The home page offers tips, helpful tools, and messages.
7. At any point, you can always click the home icon or the City of Aspen logo in the top left of each page to return to the home page.