



## City of Aspen Salesforce Applicant Portal

### How To: Start, Complete, or View an Application



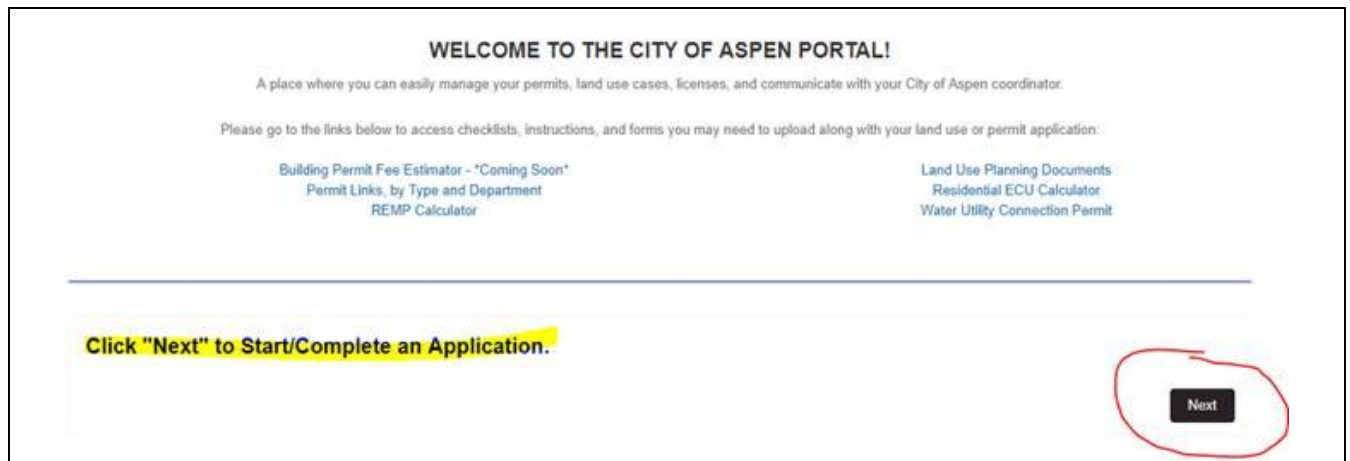
Want a visual?

[View video instructions here.](#)

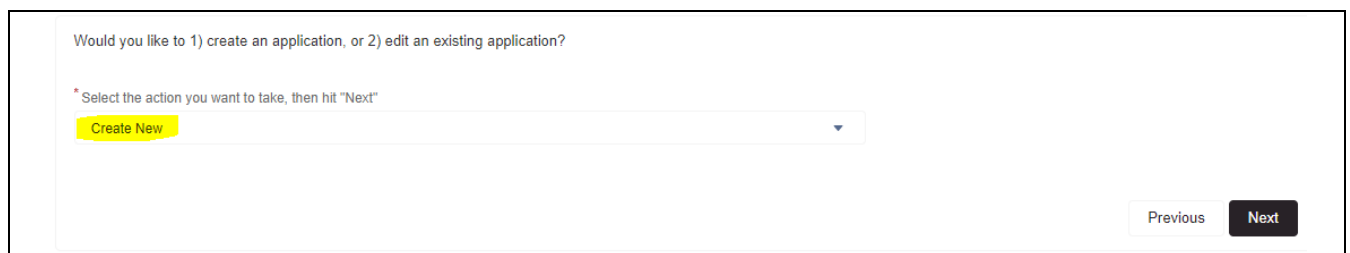
### Instructions

#### A. Start a New Application

1. From the Home Page on the portal, scroll to the section: *Click 'Next' to Start/Complete an Application*. Click the *Next* button.



2. Verify the dropdown list says *Create New*, then click *Next*.



3. Select the application type you want from the dropdown list, then click *Next*.

Please select the type of Application you wish to create, then hit "Next" (Note: to start a Land Use Application, please call the Planner of the Day at 970.429.2764)

\*Application Type

Select Application Type

Previous Next

This screenshot shows a web form with a title bar containing a note: "Please select the type of Application you wish to create, then hit 'Next' (Note: to start a Land Use Application, please call the Planner of the Day at 970.429.2764)". Below the title bar is a dropdown menu labeled "\*Application Type" with the text "Select Application Type" and a downward arrow. To the right of the dropdown are two buttons: "Previous" and "Next".

4. Select the specific type of application you want to apply for from the dropdown list, then click *Next*.
5. Click the blue link: *Please click here to complete the online form for the application type you selected.*

[Please click here to complete the online form for the application type you selected.](#)

This screenshot shows a white rectangular box with a thin border. Inside the box, there is a blue, underlined text link that reads: "Please click here to complete the online form for the application type you selected."

## B. Complete a Draft Application

1. From the Home Page on the portal, scroll to the section: *Click 'Next' to Start/Complete an Application*. Click the *Next* button.

**WELCOME TO THE CITY OF ASPEN PORTAL!**

A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator.

Please go to the links below to access checklists, instructions, and forms you may need to upload along with your land use or permit application:

Building Permit Fee Estimator - \*Coming Soon\*  
Permit Links, by Type and Department  
REMP Calculator

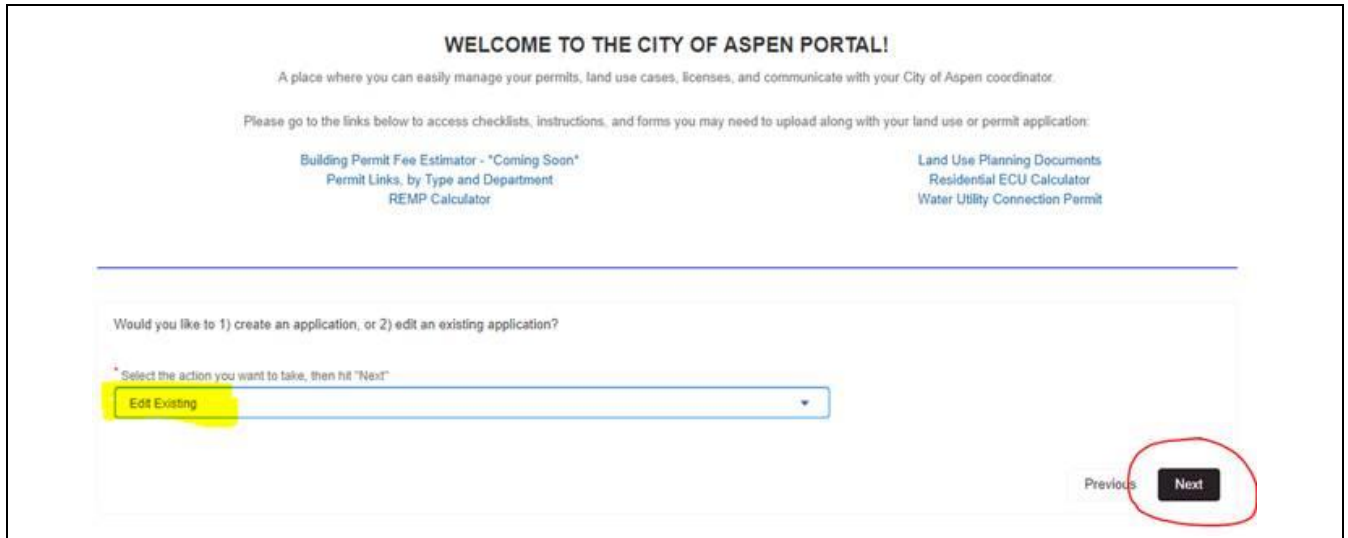
Land Use Planning Documents  
Residential ECU Calculator  
Water Utility Connection Permit

Click "Next" to Start/Complete an Application.

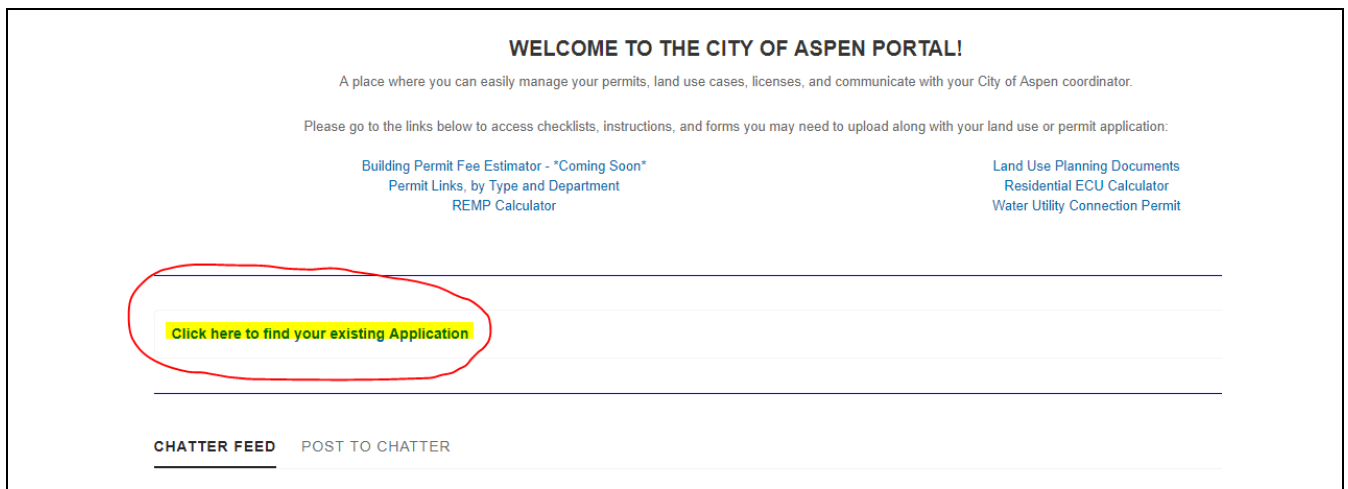
Next

This screenshot shows the home page of the City of Aspen Portal. At the top, it says "WELCOME TO THE CITY OF ASPEN PORTAL!" followed by a subtitle: "A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator." Below this is a paragraph: "Please go to the links below to access checklists, instructions, and forms you may need to upload along with your land use or permit application:". There are two columns of links. The left column includes "Building Permit Fee Estimator - \*Coming Soon\*", "Permit Links, by Type and Department", and "REMP Calculator". The right column includes "Land Use Planning Documents", "Residential ECU Calculator", and "Water Utility Connection Permit". At the bottom of the page, there is a white box with a yellow highlight around the text "Click 'Next' to Start/Complete an Application." and a "Next" button circled in red.

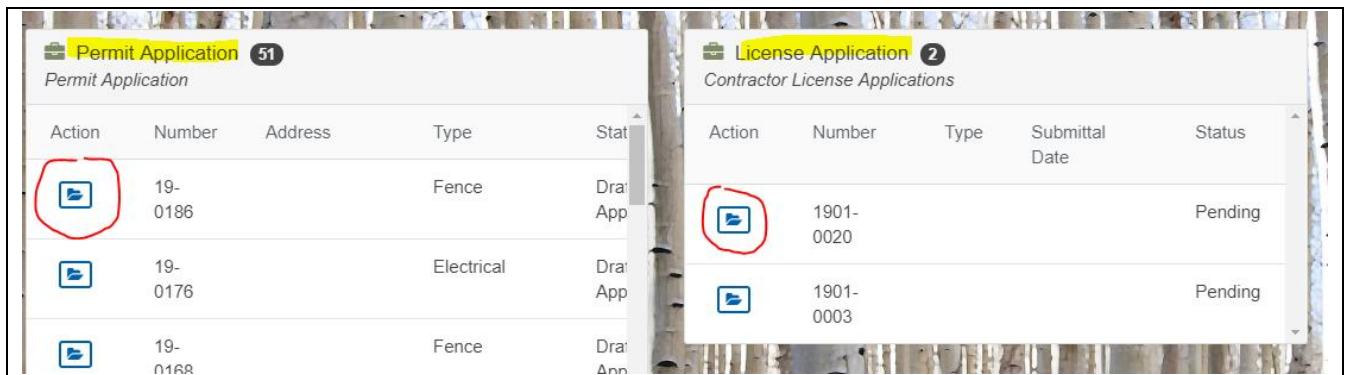
2. In the dropdown list where it says *Create New*, change it to *Edit Existing*, then click *Next*.



3. Click the blue link: *Click here to find your existing Application*.



4. Under Application Sections, click the blue Folder icon next to the application you wish to complete.



5. You should now be in the application and can fill in fields, upload documents if needed, and submit.

Note: Once an application is submitted, you will no longer be able to edit fields on the application. However, you will be able to access the submitted application from the menu bar to perform some actions (add/remove contacts, upload additional documents, or request inspections).

### C. View a Submitted Application

1. At the top of the portal, click on the application type on the green menu bar (Permits, Licenses, or Certifications).



2. Click on the blue link (application number) for the application you want to view.

