



## How to Use Citizen Access

Welcome to Citizen Access! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

### 1 Citizen Access

➔ <https://citizenportal.meridianty.org/CitizenAccess/Default.aspx>

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

### 2 Create Permit

- Click Planning tab
- Click Apply for a Permit
- Choose Permit Type
- Enter all required information
- Submit Application

You are temporarily finished in Citizen Access & will get an email when Application has been accepted and ready for Payment

The screenshot shows the website's navigation menu with 'Planning' highlighted. Below the menu is an 'Advanced Search' bar. The main content area contains a welcome message and instructions on how to use the services. On the right side, there is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Login »' button, and a checkbox for 'Remember me on this computer'. A red circle with the number '1' is placed over the 'Remember me' checkbox area.

### 3 Paying Fees

- Login into and Click Planning tab
- Scroll and click Records - Find your Permit
- Under Action click Pay Fees Due
- Click checkout to pay fees
- You will receive an email that the Application has been approved once review has been completed by the assigned Planner

3

<input type="checkbox"/>	Date	Permit Number	Project Name	Description	Permit Type	Status	Action
<input type="checkbox"/>	03/25/2020	A-2020-0077	McMillan Independent Senior Living - DES, CZC	McMillan Independent Senior Living - DES, CZC	Administrative Review	In Progress	
<input type="checkbox"/>	12/10/2019	H-2019-0143	Bannock Ridge - MDA, PP	MDA to remove the subject 7.35 acre property from the boundary of the existing agreement (Bannock Ridge - Inst. #2017-084176) for the purpose of entering into a new agreement consistent with the proposed	Hearing	In Progress	Pay Fees Due

If you need additional assistance, please call 208-884-5533

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