Welcome to the Mesa County Customer Service Portal, let's help you set up your account!

First, select the "Create New Account" in the upper right hand corner of your screen. This will take you into a registration page.

Complete the registration form fully. Double check your email address as you will receive an activation email to complete your registration!

The email will be coming from donotreply@mesacounty.us. If you don't see it in your inbox within five minutes, check your spam or bulk mail folder before you select the "CLICK HERE TO SEND REACTIVATION EMAIL AGAIN". Some email provider firewalls will automatically send "donotreply" emails to other folders.

Once your account is active you will be able to log into the portal. The system will automatically take you into the "My Profile" section. Your screen will appear as such:

My Profile

In this section you can edit your profile information, add or update your user type credentials, or set your signature used on system generated documents.

No Credentials have been entered, at least one credential type is required to be able to enter any applications.

In order to sign documents on the portal, your profile signature needs to be added and usage authorization accepted. If you do not create a portal signature, you will need to sign all documents in person at the County offices.

Account	Credentials !	Signature !

User Id
JD 22224

Email
shortchop.5@charter.net

Phone

First Name
JD

Last Name
Citizen

Address Line 1

Address Line 2

City

State

At this point you can research properties and access basic record information as your account stands. If you wish to submit an application, schedule inspections, or see specific records you must add a credential to the system. To do this you will need to click on the Credentials tab and select "SUBMIT CREDENTIAL". This defines what information you are allowed to access through your account. This is also where you can apply for a City of Grand Junction Contractor license.

Note - you do not renew your license through this tab, that is done through the Records tab, License.

Home	Report Violation	My Records	My Inspections	My Profile	Make Payment	Search	Map

○ Active   ○ All   ○ Closed   ○ Require My Attention

Record #	Address	License	St

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My Profile

In this section you can edit your profile information, add or up

> No Credentials have been entered, at least one credential

> In order to sign documents on the portal, your profile sign
> person at the County offices.

Account | **Credentials** ❗ | **Signature** ❗

SUBMIT CREDENTIAL

Select the credential type you wish to register as.

In order to submit applications or request inspections we need to validate your account

Credentials Verification Page

GRAND JUNCTION CITY LICENSED CONTRACTOR	To register with and/or apply for a City of Grand Junction Contractors License.
NON LICENSED CONTRACTOR	Contractors performing Work outside of Grand Junction City Limits
OWNER REGISTRATION	Property Owner Registration
OTHER APPLICANTS' REGISTRATION	Registration for Tenants, Architechts, Designers, Engineers
OWNER AGENT REGISTRATION	

All credentials, if not entering a valid license number or pre-registered contractor, require approval. You can still submit most applications pending approval. We do approvals on a daily basis, but it can take up to 24 hours. If you need approval faster reach out to us at 970-244-1631 with the FL number to get your credential approved.

Name	Type	Status	
Citizen Construction ⚠️	Contractor	🟦 Pending	VIEW | EDIT

SUBMIT ANOTHER CREDENTIAL

You can submit multiple credentials on the same account, allowing you to use a single account for both business and personal. Or you can just add yourself as a portal user on any project or application you submit.

Once you have submitted a credential your last step is to add a signature by clicking the "Signature" tab. All portal applications require a signature to be entered under "My Profile". You simply click on the blue "SIGNATURE SETTINGS" button:

My Profile

In this section you can edit your profile information, add or update your user type

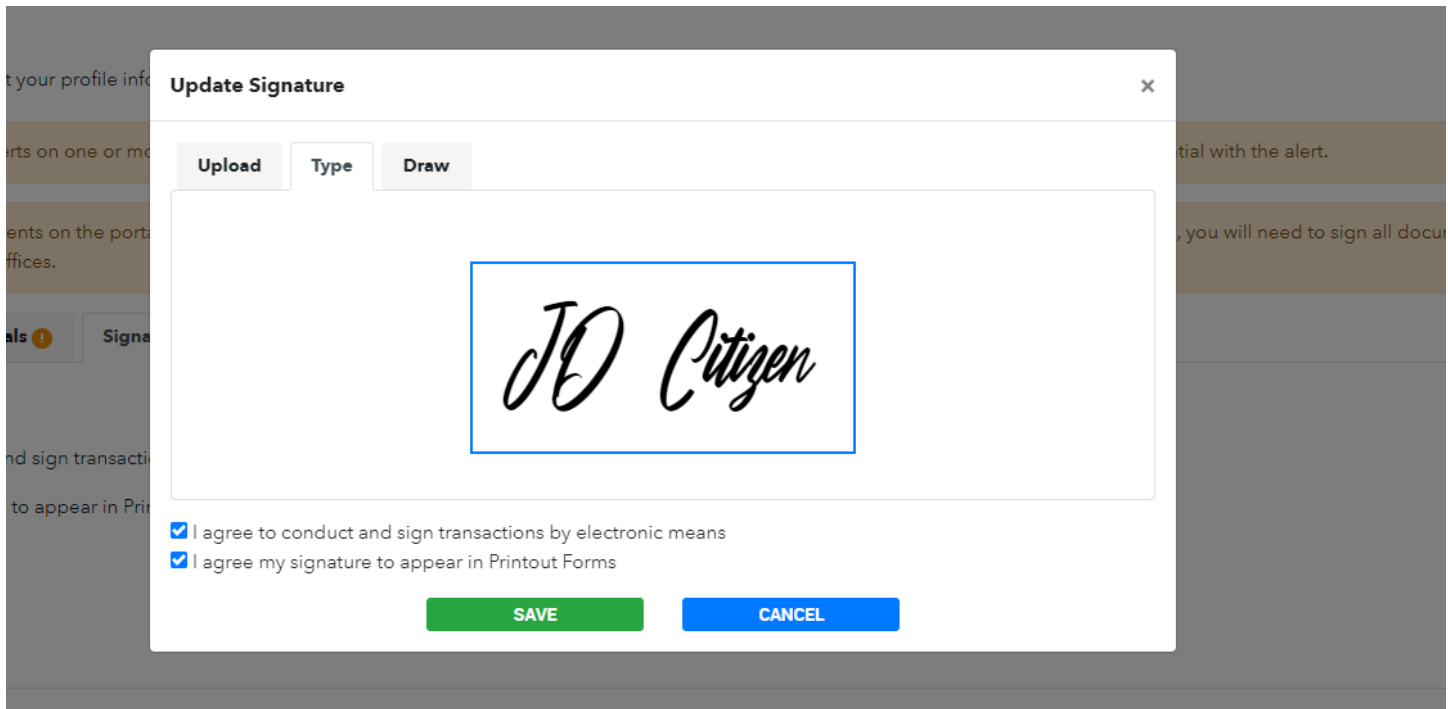**Warning:** There are alerts on one or more of your credentials. To view the spec

In order to sign documents on the portal, your profile signature needs to be ad person at the County offices.

Account	**Credentials** ⚠️	**Signature** ⚠️

SIGNATURE SETTINGS

⊗ I agree to conduct and sign transactions by electronic means

⊗ I agree my signature to appear in Printout Forms

And either upload, type, or draw your signature in the box. Don't forget to select the two boxes to use your signature on forms, otherwise you have to come to the office!

Save the signature, then you are done! You are ready to explore the portal for the various offerings available! Remember to keep your portal information secure, these accounts do create legally binding documents.

Thank you for using our portal. If you have any questions feel free to call us at 970-255-7169, email us at mccomdev@mesacounty.us, or come down to the office, we are happy to help.

Don't forget to check back, we will be adding and changing things continuously!