

AMANDA

enterprise compliance management system

Customer Portal

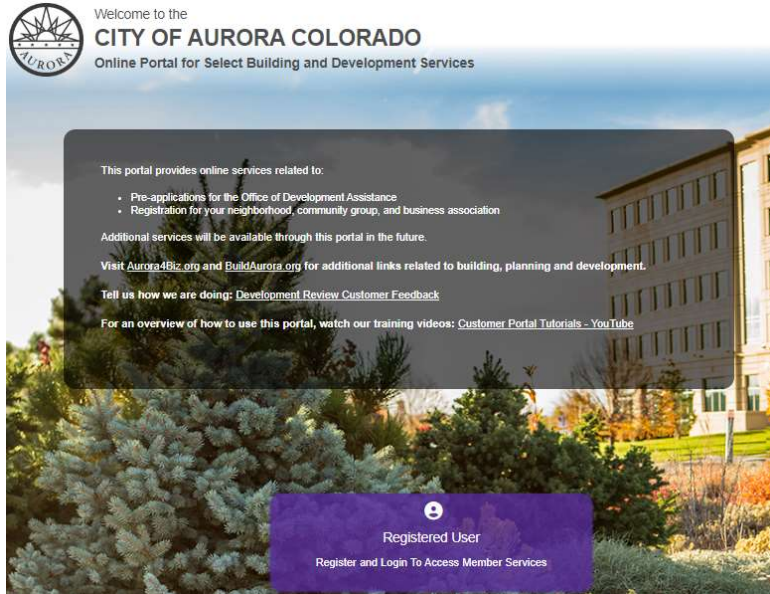
Neighborhood & Community Group Registration & Renewal



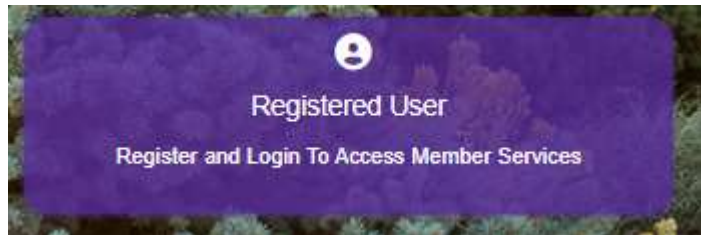
Customer Portal - Neighborhood and Community Groups

You can register and renew your Neighborhood and Community Group on the Customer Portal. The City of Aurora provides this convenient online service to make the process efficient and accessible from anywhere.

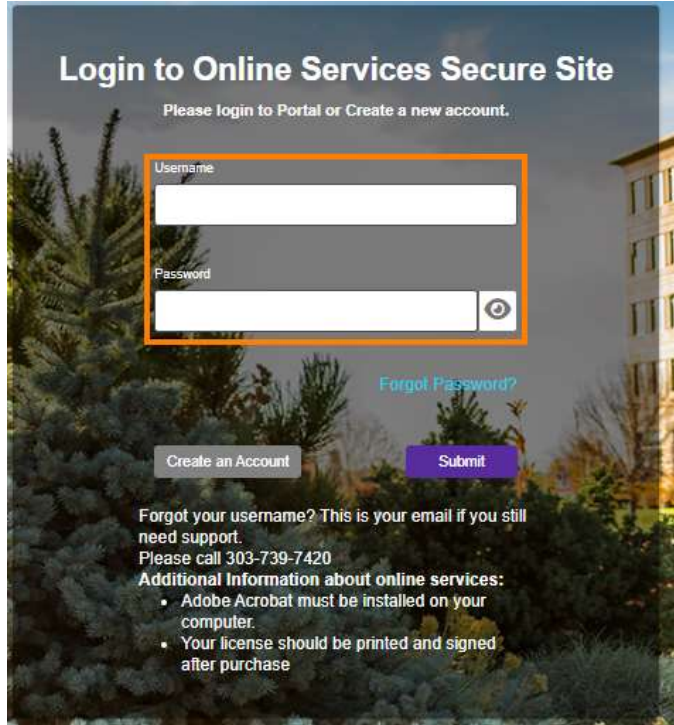
Navigate to the Customer Portal.



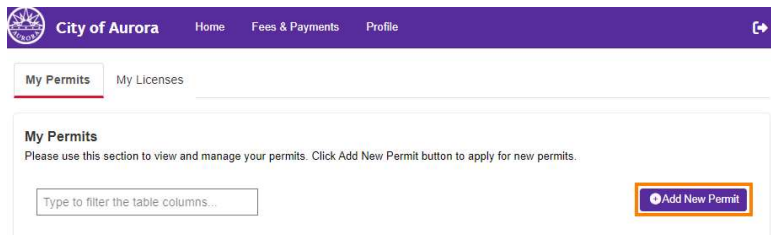
Click Registered User to create an account or to login.



At the login screen, enter your username and password.



To register or renew your Neighborhood and Community Group, Click Add New Permit under My License tab.



Under Application Type, select Community Group

New Application

Please select an application type from the list.



Under Sub Type, select Registration or Renewal.

Click on Continue to proceed.

Continue

New Application

Please select an application type from the list.

Application Type: Community Group

Sub Type: Registration Renewal

Description:

Review the Acknowledgement and check the Electronic Signature Acknowledge box.

Select Submit to proceed.

Submit



Acknowledgement

Kindly be advised that the inclusion of an address is not mandatory for the renewal or registration of a Community Group. Upon reaching the property section of the form, you may elect to proceed without providing an address by leaving the corresponding field blank and selecting "Continue"

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filling this application.

Electronic Signature Acknowledgment ⓘ
* This input field is required.

Back Submit

Property Detail. This step is not required. Click Continue to proceed.

Continue



This step is not required. Click Continue to proceed.

Property Detail
Please type the address you want to search:

Search Address: [Search Address]

Search

Back Continue

Property Map
Selected Property on the map



Fill out the Application Details. Required fields are marked by red asterisks.

* This input field is required.

Once done, click Continue to proceed.

Continue

The screenshot shows the top navigation bar of the City of Aurora website with links for Home and My Profile. Below it is a progress indicator with six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Step 3 is currently active. Below the progress bar is the 'Application Details' form. The form title is 'Application Details' with the instruction 'Please provide additional details for your application.' Under the heading 'Group Application', there are two input fields: 'Name of Group' and 'What is the website URL?'. The 'Name of Group' field is highlighted with an orange border and has a red asterisk below it with the text '* This input field is required.'.

Upload Supporting Documents. In this case, Neighborhood Map is a required document.

Supporting Documents

Please provide the following required documents:

- Neighborhood Map

Under Document Type, select Neighborhood Map.

Upload New Document

Please upload document files for your application.

The screenshot shows a dropdown menu titled 'Document Type'. The menu is open, showing two options: 'Other (Please Provide Description)' and 'Neighborhood Map'. The 'Neighborhood Map' option is highlighted with a blue background.

Note: Description and Detail fields are optional.

The screenshot shows a file upload field titled 'File'. The field contains the text 'Drag or [Browse](#) to select file(s) to upload'. The 'Browse' link is highlighted with an orange border.

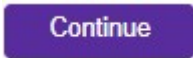
* This input field is required.



Successfully uploaded documents will display at the top.

Click Preview to review the document you uploaded.

Click Continue to proceed.



Supporting Documents
Please provide necessary supporting documents for your application.

Record ID	Description	Type	File Type	File Name	Date Uploaded	Status	Actions
581	Neighborhood/Gr Map	Neighborhood/Gr Map	Image	Neighborhood/Gr Map	Mar 12 2024 4:12PM	Customer Document	Preview

1 Result

Complete. Your application has been submitted.

Click Go to Home to return to home view.



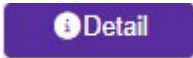
Thank You
Your application has been submitted. Please see a summary of your application below.

Permit Details

Record #	24-000559 HOA	Name	test
Type	Community Group - Registration -	Status	Application Received
Date	2024-03-12	Expiry Date	

To view your registration or renewal, click on the Home tab. Neighborhood and Community Group Registration and Renewals can be found under the My Permits tab.

Click Detail to view your submission.



City of Aurora Home Fees & Payments Profile

My Permits My Licenses

My Permits
Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

Type to filter the table columns... [Add New Permit](#)

Permit No.	Name	Type	Status	Issue Date	Actions
24-000559 HOA	test	Community Group - Registration -	Application Received		Detail

Permit No.	Name	Type	Status	Issue Date	Actions
24-000559 HOA	test	Community Group - Registration -	Application Received		Detail



Inside the submission, you can view Record Details, People Details, Additional Information, Supporting Documents, Fees, and Comments.

24-000559 HOA

Community Group - Registration

Record Details | People Details | Additional Information | Supporting Documents | Fees | Comments

Record Details

Record #	24-000559 HOA	Name	HOA
Type	Community Group - Registration -	Status	Application Received
Date	2024-03-12	Expiry Date	

Communication between you and the City of Aurora can be done under the Comments tab.

Record Details | People Details | Additional Information | Supporting Documents | Fees | Comments

Comments

Please add comments for your application

You do not have any comment(s) at this moment

Add

Under the Comments tab, you may find City's comments. You can add your own comment by clicking Add.

Add

