Prerequisite Information!

1. This website supports Microsoft Internet Explorer version 11 or higher and the latest versions of Google Chrome and FireFox, Safari and Microsoft Edge. Using other browsers or other versions of Internet Explorer may cause this site to not function as expected.
2. You must be logged in to use this service.
3. Fee Estimates and Partial Applications are automatically purged from the system 30 days after the initial request is made.
4. Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits.
5. The examples used in this document reference a Building Inspection application. The same guidelines hold true for other online applications (e.g. Planning, Code Enforcement, Business Licenses, etc…).
6. There is a convenience fee charged by the County’s 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.
7. Screen shots in this document are subject to change without notice. Even if the screen is different the general flow should be easy to follow.

Register for a User Account

Open your browser and navigate to: https://actonline.saccounty.net

Click “Register for an Account” as shown below:

Read the General Disclaimer, check the box and click “Continue Registration”.

Continue Registration
Complete the Login and Contact information sections in Step 2. Required fields will have a gold asterisk by them. Complete the sections then click the Add New button to select a contact type from the dropdown list.

Click the dropdown arrow to see the list of contact types. If you are not sure what to select, choose Applicant. Then click Continue.
Fill in the required fields only on the Contact Information section. Then click Continue.

You will see a small popup, click Continue.

Then click “Continue Registration”

Your account has been created and you should be able to log in now.
Login to your User Account

Enter your E-Mail address and password, and then click the “Login” button: