

ONLINE PAYMENT INSTRUCTIONS

1. Go to <https://permits.ssf.net/>

2. Set up an Account and Log in

****If creating a new account, choose Public registration****

****If Business License use “Public”. For Permits, use “Contractor”****

Home | Setup an Account | Log In | **Public** | User Name: | Password: | LOGIN

CITY OF SOUTH SAN FRANCISCO

Select **Public** from drop down

3. Click on Dashboard

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

My Dashboard Hello

Click on dashboard

4. Link your license to your Account

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

My Dashboard

Permits
Apply / New Permit
Search Permit
Pay Fees

Below is a Dashboard of you

LINK TO PERMITS, PROJECTS, AND LICENSES

Click on Link to Permits, Projects, and Licenses

5. Enter Business License number and click on link

Link a Record to my Account

Link to a: License

License #:

LINK CANCEL

Select **License** from drop down

Enter Business License #

Click on Link

6. Click on the Fees Due

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE
116106	400 GRAND ...	HOME	INACTIVE	\$4.00

Click on Fees Due

7. Click on Proceed to Checkout

Shopping Cart

Select	Item	Type	Site Address	Amount
☒	LICENSE2 (116106)	HOME	400 GRAND AVE	\$4.00

Total: \$4.00

REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS PROCEED TO CHECKOUT

Click on Proceed to Checkout