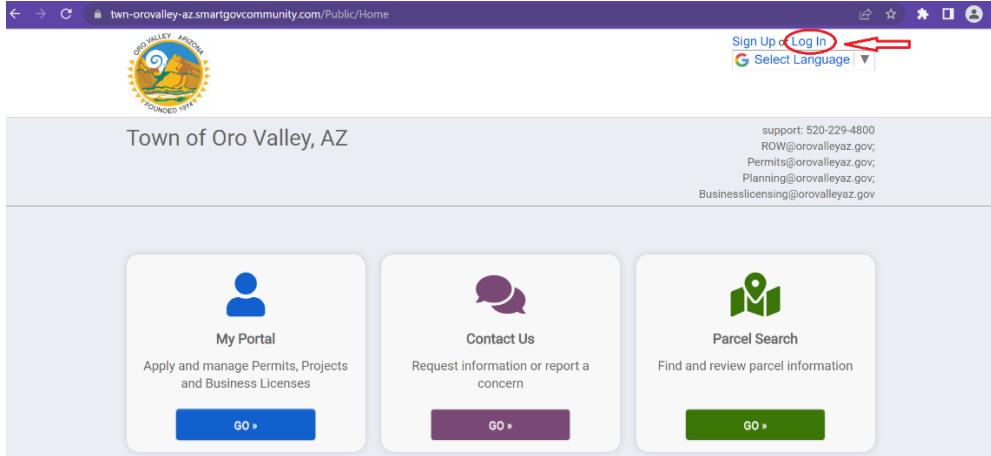


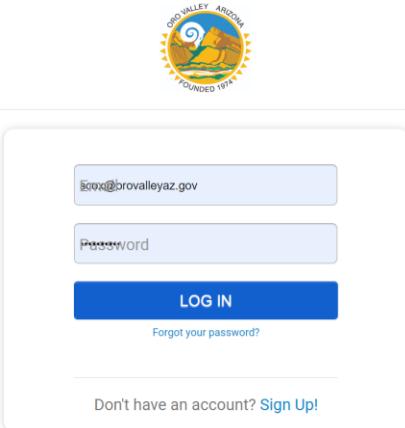
Uploading documents to the Portal

1. Go to the Portal <https://twn-orovalley-az.smartgovcommunity.com/Public/Home>
2. Click Log In



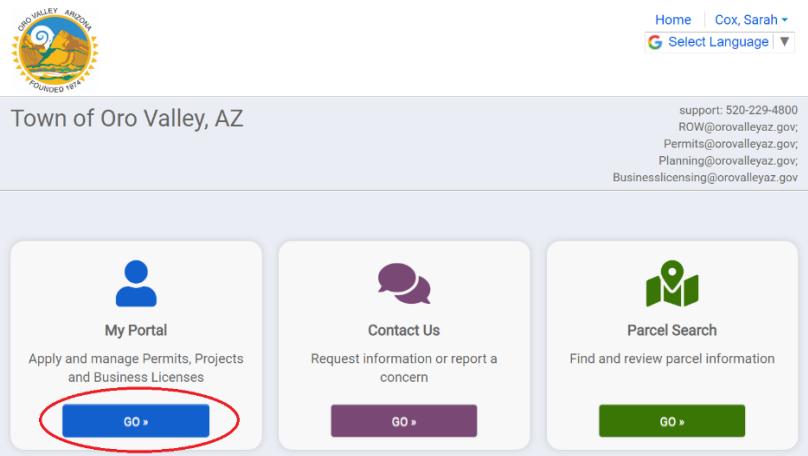
The screenshot shows the homepage of the Town of Oro Valley, AZ website. At the top right, there are links for 'Sign Up', 'Log In' (which is circled in red with an arrow pointing to it), and 'Select Language'. Below the header, the town's logo is displayed, followed by the text 'Town of Oro Valley, AZ' and contact information: support: 520-229-4800, ROW@orovalleyaz.gov, Permits@orovalleyaz.gov, Planning@orovalleyaz.gov, Businesslicensing@orovalleyaz.gov. The main content area features three buttons: 'My Portal' (blue), 'Contact Us' (purple), and 'Parcel Search' (green). Each button has a description and a 'GO »' button below it.

3. Enter you email and password, click LOG IN



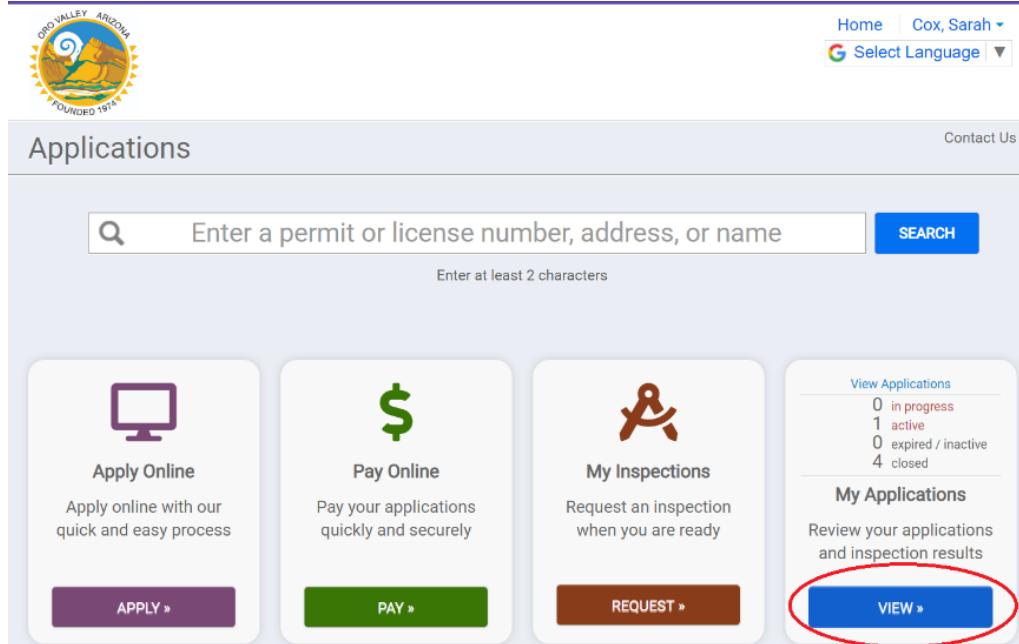
The screenshot shows the login page. It has two input fields for 'Email' (containing 'cox@orovalleyaz.gov') and 'Password', and a blue 'LOG IN' button. Below the button is a 'Forgot your password?' link. At the bottom, there is a link 'Don't have an account? [Sign Up!](#)'.

4. Click Go in the My Portal box



The screenshot shows the user profile page for 'Cox, Sarah'. At the top right, there are links for 'Home', 'Cox, Sarah', 'Select Language', and a dropdown menu. Below the header, the town's logo is displayed, followed by the text 'Town of Oro Valley, AZ' and contact information: support: 520-229-4800, ROW@orovalleyaz.gov, Permits@orovalleyaz.gov, Planning@orovalleyaz.gov, Businesslicensing@orovalleyaz.gov. The main content area features three buttons: 'My Portal' (blue), 'Contact Us' (purple), and 'Parcel Search' (green). The 'My Portal' button is circled in red with an arrow pointing to it.

5. Click VIEW in the My Applications box



Home | Cox, Sarah | Select Language | Contact Us

Applications

Enter a permit or license number, address, or name

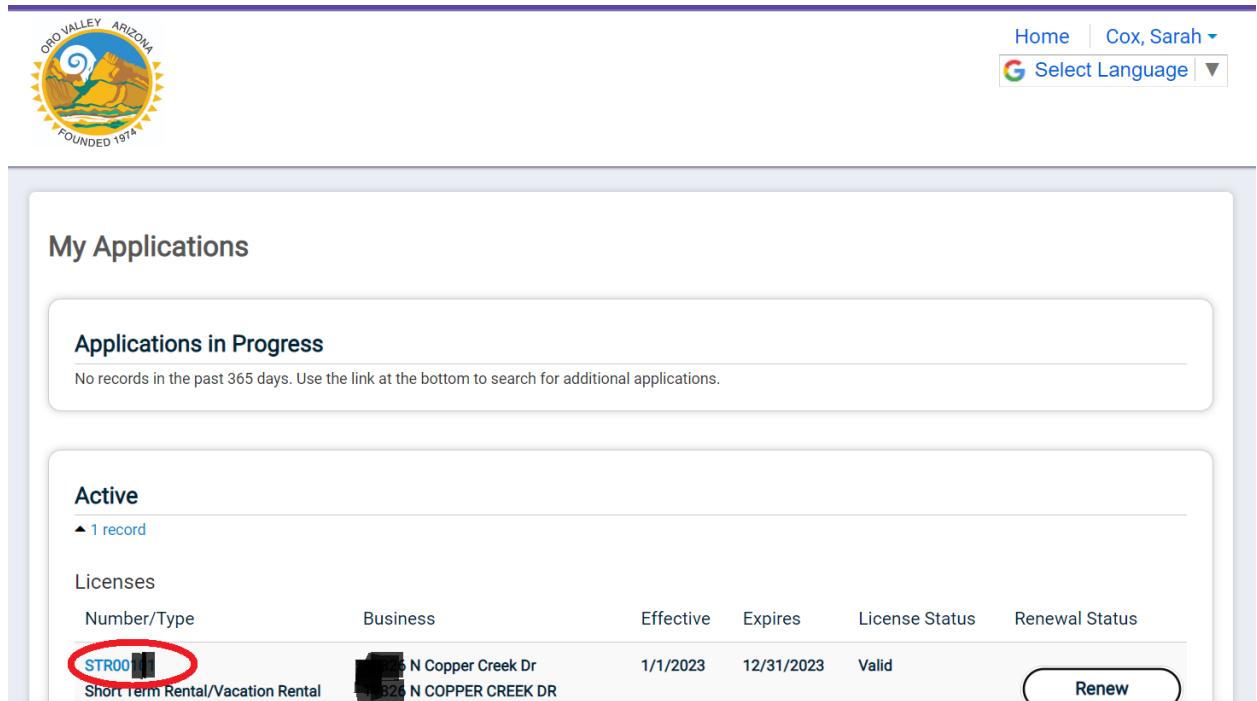
Enter at least 2 characters

View Applications
0 in progress
1 active
0 expired / inactive
4 closed

My Applications
Review your applications and inspection results

Apply Online Pay Online My Inspections

6. Click on the license number



Home | Cox, Sarah | Select Language | Contact Us

My Applications

Applications in Progress
No records in the past 365 days. Use the link at the bottom to search for additional applications.

Active
▲ 1 record

Licenses

Number/Type	Business	Effective	Expires	License Status	Renewal Status
STR00 [REDACTED] Short Term Rental/Vacation Rental	[REDACTED] N Copper Creek Dr [REDACTED] N COPPER CREEK DR	1/1/2023	12/31/2023	Valid	<input type="button" value="Renew"/>

7. Click Submittals



Home | Cox, Sarah ▾
Select Language ▾

STROO [REDACTED] Short Term Rental/Vacation Rental License [Contact](#)

Business: [REDACTED] N Copper Creek Dr [REDACTED] N COPPER CREEK DR TUCSON, AZ 85737	License Status: Valid Effective: 1/1/2023 Expires: 12/31/2023	Due Now: \$0⁰ Renew Additional fees may be required
	Renewal Status: Issued Effective: 1/1/2023 Expires: 12/31/2023	

[Contacts](#) [Details](#) [Submittals](#) [Approval Steps](#) [Fees](#) [Conditions](#) [Notes](#)

8. Click the file you need to upload

Submittals

Submittal	Required	Received	Version	Status	
Evidence the vacation rental is registered with Pima County Assessor's Office	Yes	5/1/2023	1	Approved	1 Files
Copy of photo ID or driver's license	Yes	5/1/2023	1	Approved	1 Files
Proof of liability insurance of at least \$500,000	Yes	5/1/2023	1	Approved	1 Files
Sole Proprietors: Click HERE to review the Licensing Eligibility Sheet.	Yes	5/1/2023	1	Approved	1 Files