THE HUB
ONLINE PORTAL

HOW TO REGISTER

La Quinta
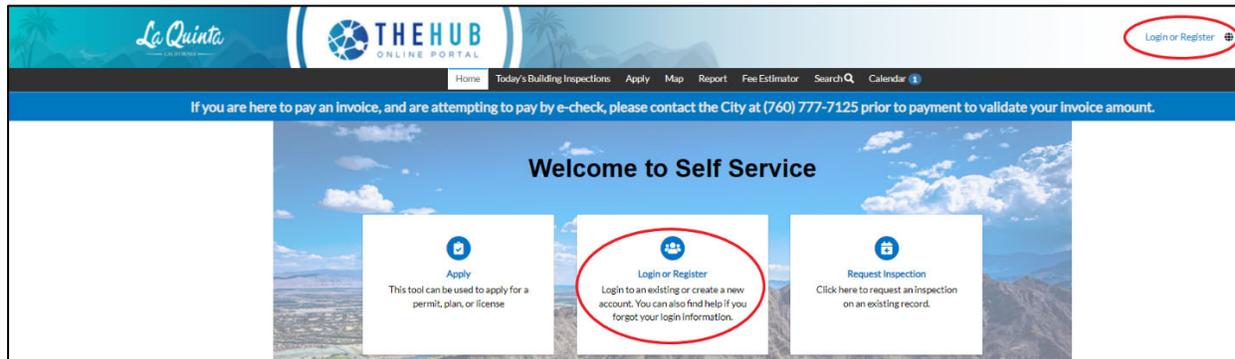GEM of the DESERT

tyler technologies

Registering for an Account

A prerequisite to making a submission requires registering your contact information (i.e. information for the Business, Employee, or Citizen/Customer/Person), whomever has authority to make the submission. This can be done on any device, phone, computer, tablet, etc., using most available browsers that have access to the Internet.
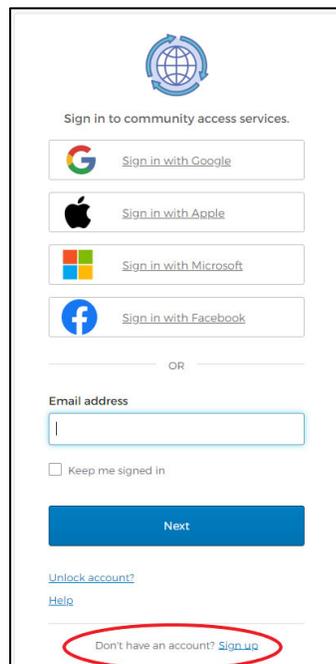
You may use any web browser (Google Chrome, Apple Safari, Microsoft Edge, Firefox, etc.) or mobile device to register, access, or make an application on The HUB Online Portal website. This is not an App, so no download is necessary.

To get started, simply type **www.laquintaca.gov/HUBOnlinePortal** in your browser address, or click the following link and follow the steps below: **HUBOnlinePortal**
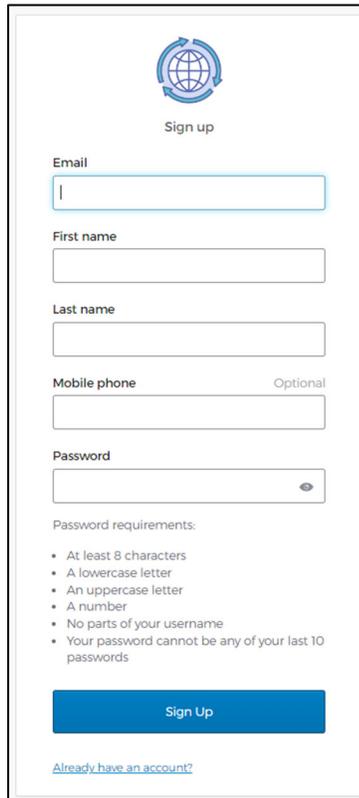
1. From The HUB Online Portal home screen, select the **Login or Register** icon.

2. The Login screen will appear, select the **Sign Up** link at the bottom of screen to register with an email account or use one of the other options available.
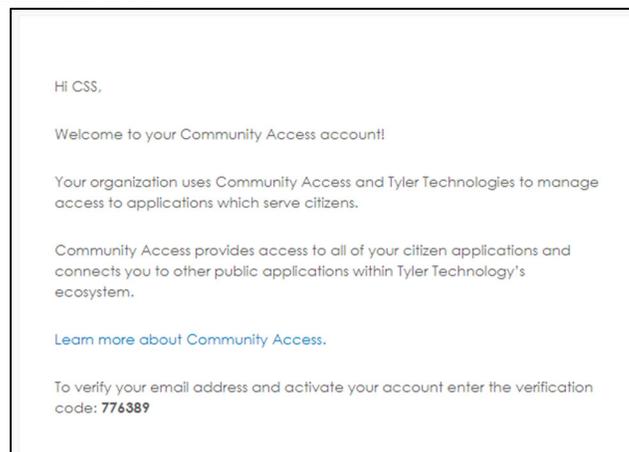
3. Enter your Email address, First Name, Last Name, Mobile phone (optional), Password and select **Sign Up**.

4. An email will be sent to your email box (Gmail, Yahoo, AOL, Outlook, etc.) with a verification code. (Note: Check your Spam/Junk folder if the email is not in the inbox)

5. Open the email from **Community Access Identity** 'noreply@identity.tylerportico.com' and retrieve the verification code.

6. Navigate back to The HUB Online Portal and enter the verification code.

   Please add "noreply@identity.tylerportico.com" to your address book to avoid the system emails being sent to your Spam/Junk folder.

7. Read the terms of Acknowledgement. Select the checkbox to certify and agree that the information you provided is true and correct and select **Continue**.

Registration

Step 1 of 3: Acknowledgement

Please complete the required fields to create a Public User Account, the required fields include email, password, first name, and last name.

Submitting for and the issuance of a permit may be revoked or withheld if registration is inaccurate or has been obtained without proper authorization, if you have any questions please contact the Hub at (760) 777-7125 or via email at customercenter@laquintaca.gov and we can help you with any questions you might have.

☐ By acknowledging you certify that you agree and that the information is true and correct.

Continue

8. Enter the Required Additional Contact Information. Only one phone number is required, but multiple phone numbers may be entered. Select **Next**.

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name	CSS
Middle Name	
Last Name	Test
Company	
* Contact Preference	--Select Contact Preference--
* Email Address	csstesting252@gmail.com

Additional Contact Information

* Business Phone	
* Home Phone	
* Mobile Phone	

Back   Next

9. Enter your complete Address and select **Submit**.

Registration

Step 3 of 3: Address

*REQUIRED

* Address	Street address, P.O. box. (required)
	Apartment, suite, unit, floor, (optional)
City	
State	
Postal Code	

Back   Submit

10. The user account has been created and you will be redirected to The HUB Online Portal Dashboard.