

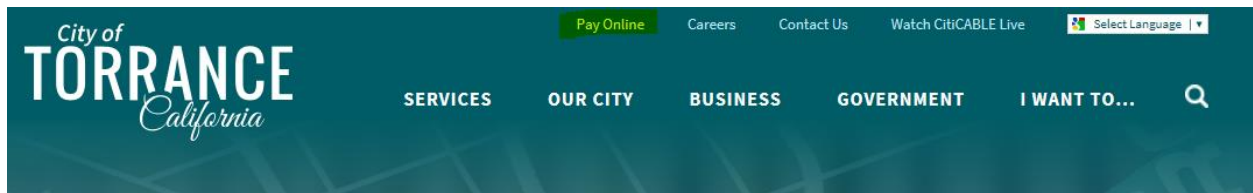
Creating an Online Account

This step-by-step guide provides instructions on creating a City of Torrance Online User Account. The City of Torrance Online User Account enables you to:

- ✓ Link your online account to a Business License.
- ✓ Receiving email notifications regarding the account.

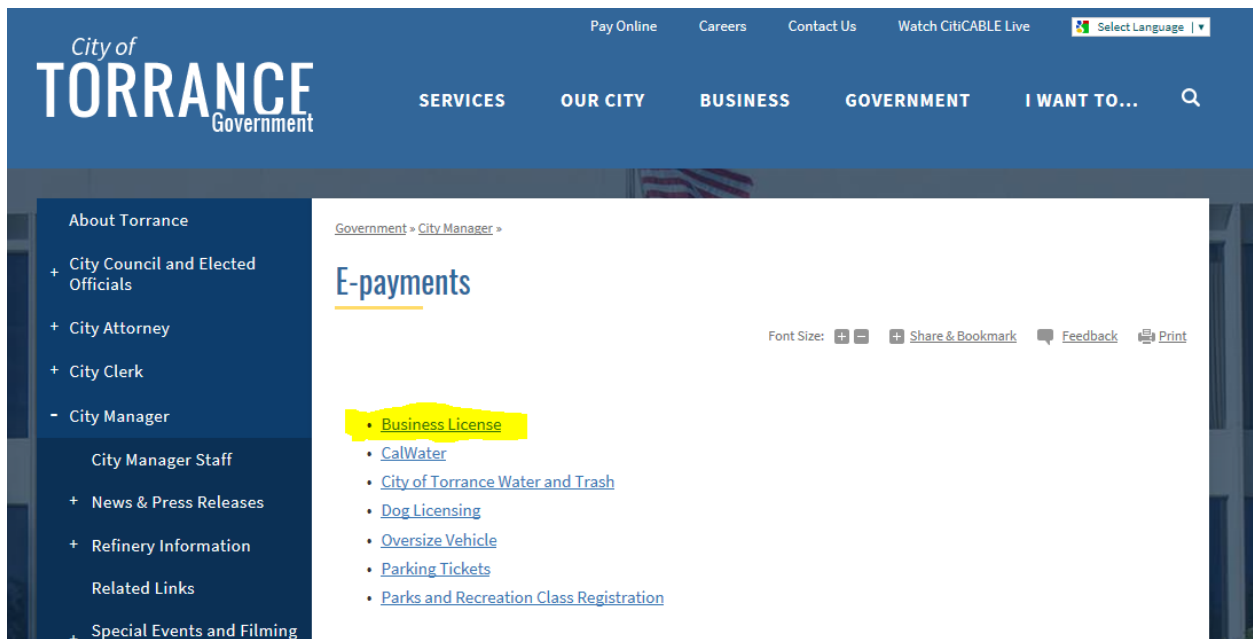
Step-1

- Go to TorranceCA.Gov or click here -> [link](#)
- Click “**Pay Online**”



Step-2

- Click “**Business License.**”



Step-3

- To the right of the page will be a Login box. Under the Login box click on “**New Users: Register for an Account**”

City of TORRANCE California Torrance Online Permits, Request and License Center

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

City of Torrance Online Permits, Request and Licensing Center

Note for those viewing this site with a mobile devices or tablet: to ensure this website works fully on your device, in your mobile browser click Request Desktop Website. The setting is not part of this website, but a setting in your device's web browser, the location and name of which varies depending on the device and the browser you are using.

Home Citizen Requests Building Engineering Environmental Fire Planning [more](#) ▼

Advanced Search

User Name or E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to the Torrance Online Permit, Request and Licensing Center
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

For Business License renewals, please Login as the first step of the renewal process, then click on the Licenses tab.

The City of Torrance strives to deliver useful e-government services and provide valuable information to the community while making citizen interactions with us more efficient, convenient, and interactive. You can view information and access limited services as an anonymous user, i.e. without being logged in. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

You are currently not logged in. Many online services, such as applying for a permit or renewing a license, require a free online account with the City which can be created by clicking on the Login link above.

What would you like to do today?
To get started, select one of the services listed below, or click on Login at the top of this page to access additional services only available to registered users:

Step-4

General Disclaimer

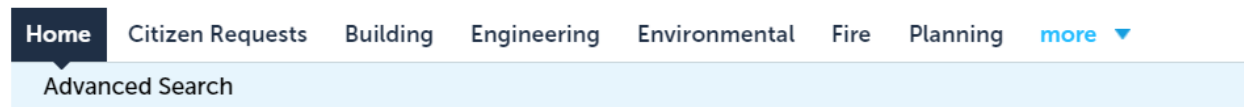
- Read information under “**Account Registration**”
- Read the disclaimer within the box.
- Check the box next to: “**I have read, understood and accepted the above terms.**”
- Click: **Continue Registration**>>.



[Announcements](#) [Register for an Account](#) [Lo](#)

City of Torrance Online Permits, Request and Licensing Center

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Account Registration

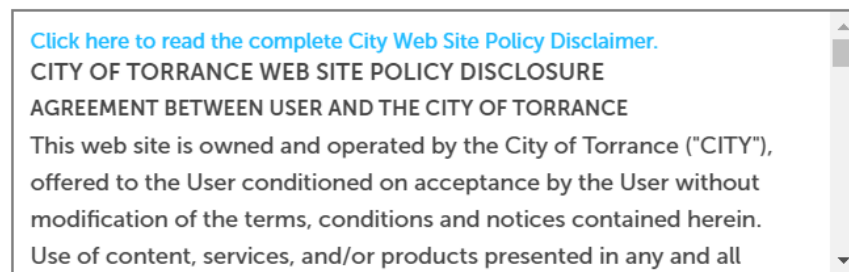
You will be asked to provide the following information to create an account:

- A User Name
- An email address for this account
- A password you will use to keep your account secure
- A security question and its answer
- Contact Information

Required information will be marked with a red asterisk.

After entering the required information, this system will send an email to the email address you specified.

Please review and accept the terms below to proceed.



I have read, understood and accepted the above terms.



Step-5

- Under “Login Information, complete all fields with an *.
- Under Contact Information, click on **Add New**

[Home](#) [Citizen Requests](#) [Building](#) [Engineering](#) [Environmental](#) [Fire](#) [Planning](#) [more ▼](#)

Advanced Search

Account Registration: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

*User Name: [?](#)

*E-mail Address:

*Password: [?](#)

*Type Password Again:

*Enter Security Question: [?](#)

*Answer: [?](#)

Contact Information

Choose how to fill in your contact information.

Add New

[Continue Registration »](#)

Step-6

Contact Information:

- Complete all fields with an *.
- Enter a phone number and email address.
- When complete, click “Continue.”

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City: *State: *Zip:

Country:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

[Discard Changes](#)

Step-7

A message will pop up saying: **Contact added successfully**. Click **Continue Registration**>>.

Contact Information

Choose how to fill in your contact information.

✔ **Contact added successfully.**

Suzanne Revenue
Torrance Revenue Division
revenue@torranceca.gov
Home phone:
Mobile Phone:111-222-3333
Work Phone: 310-618-5923
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link. This section is not necessary for an online account.

Showing 0-0 of 0

Address Type	Recipient	Address	Status
No records found.			

<

[Continue Registration »](#)

Step-8

A new page will pop up indicating: **“Your account is successfully registered”**


[Announcements](#) [Register for an Account](#) [Login](#)

City of Torrance Online Permits, Request and Licensing Center

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[Home](#) [Citizen Requests](#) [Building](#) [Engineering](#) [Environmental](#) [Fire](#) [Planning](#) [more](#) ▼

Advanced Search

 Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: TorranceHello
E-mail: HelloCOT@torranceca.gov
Password: *****
Security Question: What is the largest City Revenue

Contact Information

Suzanne Revenue
Torrance Revenue Division
3031 Torrance Blvd
revenue@torranceca.gov

Home Phone:
Work Phone: 310-618-5923
Mobile Phone:
Fax:

Contact Address List

▼ [Contact Addresses](#)

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

Step-9

Verification: Using your user ID and password, click here [link](#) and log into your account.

Step-10

Link your newly created online account to your City of Torrance Business License. **For instructions** to link your online account to your City of Torrance Business License, **click here**-> [link](#)

Note: You must be logged into the online system above to be able to register/link your online account to your City of Torrance Business License.