

Commercial Vending- Service Portal User Guide

Register Account

- 1** Go to the **Service Portal**:
<https://portofsandiegoserviceportal.force.com>
- 2** Click **Login** in the top right corner of the menu.
- 3** Click **Create New Account**. This will direct you to the “Register New Account” page.
- 4** Populate required details.
Click **Register**. You will stay in the portal logged in.
- 5** A confirmation **email** will be sent to the email you registered with.

The screenshot displays the Service Portal interface. At the top, the PORT of SAN DIEGO logo is visible on the left, and the text 'SERVICE PORTAL' is centered. On the right, there are links for 'NEW REQUEST' and 'ALL SERVICE REQUESTS', a '2' in a green circle, and a 'LOGIN' button. Below the header, a banner image shows a marina with sailboats. Overlaid on the banner is the text 'Service Portal' and 'REGISTER NEW ACCOUNT'. A registration form is visible with fields for 'FIRST NAME', 'LAST NAME', 'PHONE', 'EMAIL (USERNAME)', 'PASSWORD', and 'CONFIRM PASSWORD'. A '3' in a green circle is placed over the 'REGISTER' button. A 'LOGIN' modal window is open in the foreground, featuring a close button (X) in the top right corner. The modal has the title 'LOGIN' and fields for 'USERNAME' and 'PASSWORD'. Below these fields is a 'LOG IN TO PORTAL' button. A '3' in a green circle is placed over the 'Create New Account' link, and a 'Reset Password' link is visible below it.

Submit a Request

1 You must first **log into** the Service Portal. You cannot submit a Park and Event permit request without registering and logging in first.

2 Click **New Request** then **Park and Event Permits**.

3 Populate **Classification** information.

5 **Review** your submission and edit if needed.

4 Populate **Contact** information.

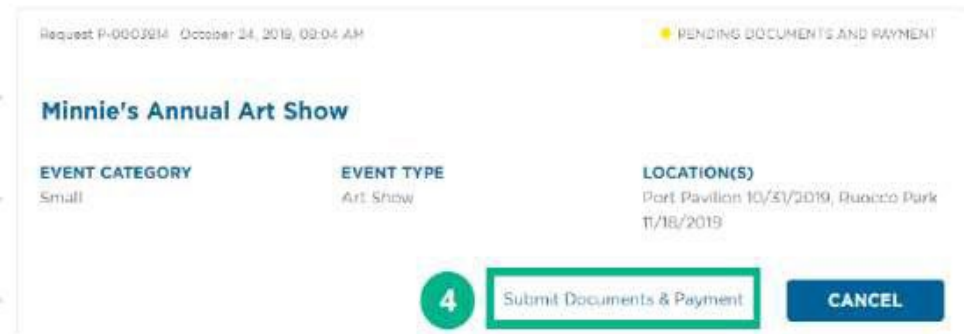
Onsite Contact

- My onsite contact is the same as the applicant listed above.
- Make onsite contact the primary contact to receive notifications instead of applicant.

NEXT

Submit Documents & Payment

- 1 After submission, you can **Submit Documents & Payment** directly from the Service Portal once you are **logged in**.
- 2 Click **My Requests**. Select the **Park and Permit** tab.
- 3 Filter to Status of **Pending Documents and Payment**.
- 4 Click **Submit Documents & Payment**.
- 5 You will be directed to a new **Submit Documents & Payment** page for your request.



Request P-0003914 October 24, 2019, 09:04 AM PENDING DOCUMENTS AND PAYMENT

Minnie's Annual Art Show

EVENT CATEGORY Small	EVENT TYPE Art Show	LOCATION(S) Port Pavilion 10/31/2019, Buaco Park 11/18/2019
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Event Permitting
SUBMIT DOCUMENTS & PAYMENT

Minnie's Annual Art Show

CONFIRMATION NUMBER	P-0003914
PERMIT STATUS	Pending Documents and Payment
EVENT CATEGORY	Small
EVENT TYPE	Art Show
LOCATION(S)	Port Pavilion 10/31/2019, Buaco Park 11/18/2019

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All required documents must be valid and complete, then uploaded to the service portal before the deadline, no exceptions to qualify for the Opportunity Drawing.

*If selected from the Opportunity Drawing, you will be notified to submit these additional requirements:

- \$35 Processing
- Certificate of Insurance
- Sign Terms & Conditions

Commercial Vending Required Documentation Checklist

1. The following items must be uploaded to the service portal application to be processed. **(All required documents must be valid to participate in the Opportunity Drawing)**

	<p>Valid Photo Identification Form of valid Identification can be issued from any country or entity</p>
	<p>Business Tax Certificate Valid business tax certificate from the city in which the vendor will be operating</p>
	<p>List of Operating Personnel List of all persons or employees (max:5) who will be operating the commercial vending on-site along with Valid Form of Identification</p>

Additional Food Vending Requirements required:

	<p>Permit from the County Department of Environmental Health and Quality Valid Environmental Health Permit from the County of SD. Either the Permit to Prepackage DEHQ Cart Permit and/or Permit to Food Prep DEHQ Limited Food Prep Cart</p>
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2. If selected from the Opportunity Drawing, the following additional items are required to get your approved permit:

	<p>\$35 Processing Fee Credit Card or debit payments may be made on the service portal account</p>
	<p>Certificate of Insurance Provided services on site are required to provide a “certificate of insurance” (ACORD 25) along with the Endorsement (Page 2). Insurance coverage must be in force for the duration of the event. Require minimum \$1,000,000 for personal and bodily injury, one person, and one occurrence and minimum \$2,000,000 for general aggregate. Additional insurer <u>and</u> the Certificate Holder Box on the bottom left hand corner of the certificate needs to list: San Diego Unified Port District -3165 Pacific Coast Hwy. San Diego, CA 92101</p>
	<p>Terms & Conditions A Terms & Conditions document must be reviewed and signed by every vendor selected in the Opportunity Drawing. This document will be sent to you via email from a system called signNow.</p>