

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 shows the 'SERVICE PORTAL' header with a 'LOGIN' button in the top right corner. Below the header, there's a banner for 'Service Portal' with a large 'REGISTER NEW ACCOUNT' button. A modal window titled 'LOGIN' is open, showing fields for 'USERNAME' and 'PASSWORD', a 'LOG IN TO PORTAL' button, and a 'Create New Account' button (highlighted with a green circle and the number 3). There is also a 'Reset Password' link.

*Please fill out left side only, and leave right side blank.

Visit the Service Portal:

<https://portofsandiegoserviceportal.force.com/>

The screenshot shows the 'REGISTER NEW ACCOUNT' form. It has two columns of fields. The left column contains: *FIRST NAME, *LAST NAME, *PHONE, *EMAIL (USERNAME), *PASSWORD, and *CONFIRM PASSWORD. The right column contains: STREET, SUITE/APT NUMBER, CITY, ZIP CODE, and COMPANY/ORGANIZATION. A large red 'X' is placed over the right side of the form, indicating that these fields should be left blank. At the bottom, there are checkboxes for 'I want to opt into promotional emails from the Port of San Diego' and 'Yes, I am a resident', followed by 'CANCEL' and 'REGISTER' buttons.

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.

Classification **2** Contacts

Event Classification

* IS YOUR EVENT ATTENDANCE OVER 100 PEOPLE?
No

* EVENT CATEGORY
Temporary Commercial Activity

* EVENT TYPE
Commercial Vending

* EVENT NAME
Vendors Name

* EVENT DESCRIPTION
Describe what type of commercial vending merchandise or food you will be selling.

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

6 Click **Sign & Submit** to review and initial Park Guidelines and sign Terms and Conditions. Upon signature, the request will be submitted as New.

PORT of SAN DIEGO
SERVICE PORTAL

NEW REQUEST MY REQUESTS ALL SERVICE REQUESTS FAQ

Service Requests
Park and Event Permits

Event Permitting
NEW PERMIT REQUEST

4 Populate **Contact** information.

Classification Contacts

Applicant

* FIRST NAME
Joe

* LAST NAME
Smith

* EMAIL
jhotdogs@gmail.com

* MOBILE PHONE
(619) 565-1632

OTHER PHONE
(619) 446-2438

* ORGANIZATION NAME
Jones' Hot Dogs

* ORGANIZATION TYPE
Private/Family

IF OTHER ORGANIZATION TYPE, SPECIFY

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.

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

Request P-0003614 - October 24, 2019, 08:04 AM PENDING DOCUMENTS AND PAYMENT

Minnie's Annual Art Show

EVENT CATEGORY	EVENT TYPE	LOCATION(S)
Small	Art Show	Port Pavilion 10/31/2019, Rubeco Park 11/18/2019

4 Submit Documents & Payment
CANCEL

Event Permitting

SUBMIT DOCUMENTS & PAYMENT

Minnie's Annual Art Show

CONFIRMATION NUMBER	P-0003614
PERMIT STATUS	Pending Documents and Payment
EVENT CATEGORY	Small
EVENT TYPE	Art Show
LOCATION(S)	Port Pavilion 10/31/2019, Rubeco Park 11/18/2019

5

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)**

	Valid Photo Identification Form of valid Identification can be issued from any country or entity
	Business License Valid business license from the city in which the vendor will be operating
	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
	Commercial Vending Questionnaire Questionnaire provided via email once application has been submitted

Additional Food Vending Requirements required:

	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
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2. If selected from the Opportunity Drawing, the following additional items are required to get your approved permit:

	\$35 Processing Fee Credit Card or debit payments may be made on the service portal account
	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

Questions?

- For questions about how to use the Service Portal and the permitting process contact Parks & Recreation at vending@portofsandiego.org or 619.725.6001
- For technical assistance with your permit application, or for information about getting the additional required documents for the permit application, contact Logan Heights CDC at info@loganheightscdc.org or 619.858.0563