



## City of Aspen Salesforce Applicant Portal

### Register for Portal Access



**Want a visual?**

[View video instructions here.](#)

### Instructions

1. Complete the registration questionnaire here: <https://www.surveymonkey.com/r/SFNewUser>

After completing this form, City support staff will create an account for you within 24-48 hours. Once your account is created, you will receive an automated email with your account information. This email will be titled, "Welcome to the Applicant Portal!"

2. Follow the link in the automated email to set your password.
3. Once your account is created, access the portal login page here:  
<https://cityofaspen.force.com/applicantportal/s/>  
*\*Remember to bookmark the portal page for easy access!*
4. If you don't receive the automated applicant portal email or if you experience issues logging into the system, please contact [sfsupport@cityofaspen.com](mailto:sfsupport@cityofaspen.com).