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Registration Instructions

As a registered user, SimpliCITY offers you the ability to make online payments to existing invoices and to create collections to preferred projects. Using a credit card or checking account to pay an existing invoice is only a mouse click away, 24 hours a day, 7 days a week through the City of Moreno Valley's website.

- 1) Click on link: www.moval.org/simplicity (or www.moval.org, select "Quick Links" tab and SimpliCITY box)
- 2) In the top right-hand corner, select "New Users: Register for an Account" (Note: if you have already successfully registered, log in using that User Name & Password you created and select the Login button)

- 3) Check the "I have read and accepted the above terms" box, and then click **Continue Registration**.
- 4) Complete the required fields in the **Login Information**, and then click **Add New** under Contact Information. Complete the required fields, and then click **Continue**.
- 5) If no previous account is found, a notice at the top of the webpage screen will appear stating "The information you entered is not found". Click **Continue** to create a new account.

NOTE: if you are registered at a different jurisdiction using that same email, sometimes it thinks you already have an account with the City of Moreno Valley. Contact our office if you know you haven't created an account but may have an account elsewhere. You can also use a different email instead.

- 6) Click **Continue** at the bottom of the webpage to create a new account.
- 7) Click **Continue Registration**, a green checkmark will appear stating "Your account is successfully registered". If you get an error, please refer to Note in step 5.
- 8) Select **Login Now** and enter your **User Name** (or Email) and **Password**, and then click **Login**.
- 9) You will be taken to the **Dashboard** within SimpliCITY, where you can add records to pay or add to custom collections. The **Home** tab is where you can search for those records.

NOTE: THIS IS NOT A MOBILE APP. You must access SimpliCITY via a computer/laptop only.

HELPFUL HINT: if your screen does not show items (example: "Add to Cart") as this instruction shows, correct your screen resolution to recommended setting so that that portion of the webpage can be seen.

On-Line Payment / Add to Cart Tool

- 1) Once created, search for your **RECORD NUMBER** (always include the dash)
Hint: don't enter address with record #.
Note: the first 3 characters are always letters, so it would be an letter O, not zero

General Search

Street No.: From To

Record Number: bfc20-0057

Search **Clear**

- 2) Once you're in the correct record, click on **PAYMENT** tab, and then **FEES** in that pull down menu.

Record BFC20-0057:
Building Full Review Commercial
Record Status: Applied

Record Info **Payments**

Work Location

21820 ALESSANDRO BLV
MORENO VALLEY CA 92553

Record Details

Project Description:
TI/CoFO for Cannabis Dispensary "RD MoVal, LLC" - 2379 SF
TI/CoFO for Cannabis Dispensary "RD MoVal, LLC" - 2379 SF - demo of existing walls and restroom and remodel to include (2) new ADA restrooms, safe room, storage, retail area, break room, security office, and lobby

- 3) Click **ADD TO CART** on the far right of screen.

Note: If you do not see this, see Helpful Hint on page 1.

Record BFC20-0057:
Building Full Review Commercial
Record Status: Applied

Record Info **Payments**

Fees

Outstanding:

Date	Invoice Number	Amount
03/23/2020	125880	\$231.00
03/23/2020	125880	\$225.00
03/23/2020	125880	\$1,540.00
03/23/2020	125880	\$187.00
03/23/2020	125880	\$1,017.00

< Prev Additional Results: 1 2 Next >

Total outstanding fees: **\$3,354.00**

Add to cart
Add to collection

- 4) Click **CART** icon at the top to proceed with payment.

Logged in as: Danae Scott Collections (11) **Cart (1)** Reports (1) Account Management Logout

DEVELOPMENT SERVICES COUNTER HOURS
7:30 AM to 5:00 PM (Monday-Thursday)
7:30 AM to 4:00 PM (Friday)

Home **Building and Safety** Code Compliance Fire Prevention Land Development Planning Special Districts Transportation

Search Records

Record BFC20-0057:
Building Full Review Commercial

Add to cart
Add to collection

- 5) The system will route you to a specific payment portal to pay with MasterCard or Visa only.

Project Management / Add to Collection Tool

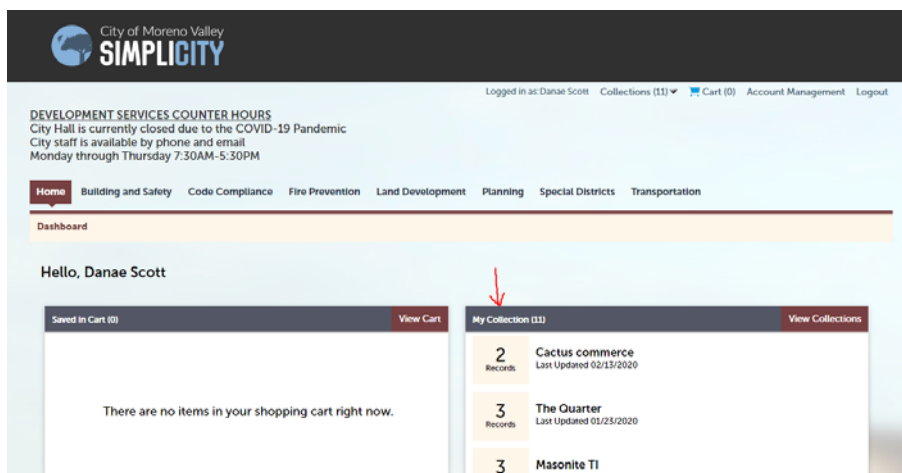
- 1) To save time by trying to find your permit number(s) for your project, type in your record # and click the ADD TO COLLECTION. This is an excellent project management tool.

This allows you to create your own custom collection of record #'s. You can add any Land, Planning, Fire, or Building records to your custom collection that you can name or add additional records to one of your existing collections.

Record **BFC20-0057:**
Building Full Review Commercial
Record Status: Applied

Add to cart
Add to collection

- 2) You can access these records easily from your DASHBOARD (example below).



- 3) Click on VIEW COLLECTIONS on the far right to see the list of your collections. Click on the Collection you want to view by selecting the Collection name (in blue)

Collections
Your selected records are listed below for quick and simple access. To manage a collection, click the collection name.

Showing 1-10 of 11

Date Modified	Name	Description	Number of Records	
07/16/2019	24975 Nandina Duke		25	Delete
08/20/2019	Apollo III		2	Delete
02/13/2020	Cactus commerce	gas station, food, car wash	2	Delete
04/01/2019	Floor & Decor		2	Delete
09/05/2019	Home remodel		3	Delete
03/06/2019	KB BOULDER RIDGE 24203		1	Delete
12/31/2019	Masonite TI		3	Delete

- 4) Click on the RECORD NUMBER you want to open by selecting it (permit #'s in red).

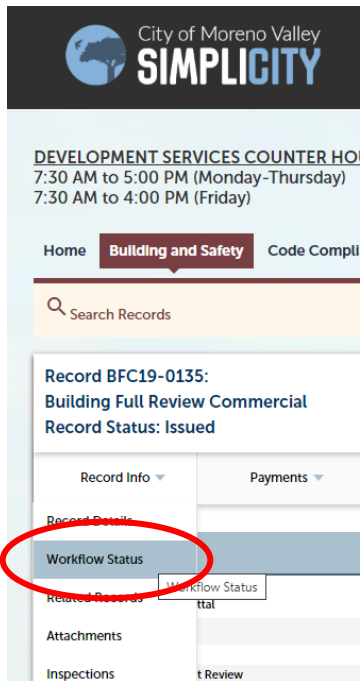
24975 Nandina Duke
Total Records: 25 (10 Fire Prevention, 9 Building and Safety, 6 Land Development)
Fees Summary: \$495,701.05 Paid, \$0.00 Due

Building and Safety

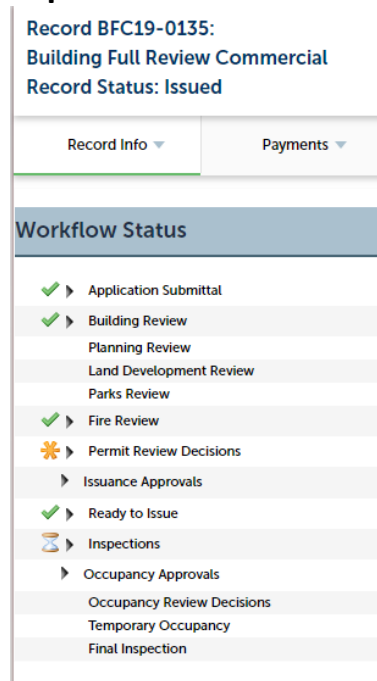
Move to... | Copy to... | Remove
Showing 1-9 of 9 | Download results | Add to cart

<input type="checkbox"/>	Record Number	Address	Description	Status	Date	Related Records	Record Type
<input type="checkbox"/>	BFB19-0256	24975 NANDINA AVE, MORENO VALLEY CA 92551	T & M Account - 3rd Revisions to: BFC18-0141 For Duke Realty Nandina Logistics Center - Architectural revisions A2-2, A2-3, A2-5, A2-7, A4-1, A5-2, AD-2, AD-3, AD-8 and Structural revisions include: Sheets S4.1, S4.2, S4.3, S4.4, S4.10 and Electrical revisions for E7 sheet (Entire list of revisions attached in documents)	Completed	06/25/2019	17	Building Plan Check Revisions to Approved Plans

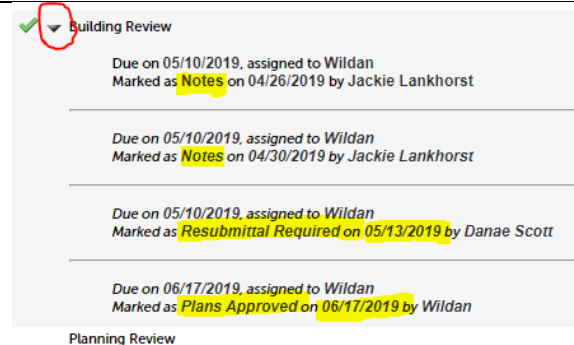
- 5) Once you're in the record you want, click on RECORD INFO, then WORKFLOW STATUS.



- 6) The green checkmarks mean that task is completed. An hourglass means that is in process.



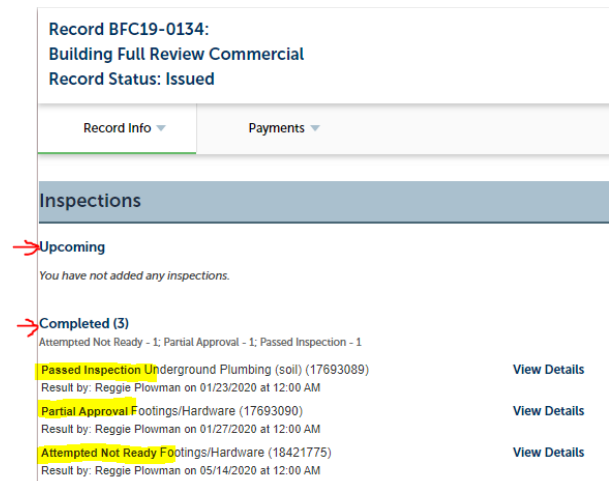
- 7) The black triangle arrows next to the icons allow you to expand or collapse the task to view additional information such as estimated due date, plan check status.



- 8) Once the permit is issued, you can easily view the inspections that have taken and what inspections are scheduled by selecting RECORD INFO, then INSPECTIONS



- 9) This will allow you to track if inspections have been scheduled and what their status is.



With this valuable project management tool, you will know exactly which department to contact directly, without having to contact the Building Dept. for status. You can contact those departments with open folders. You can track the status of your project 24/7.

A listing of department and utility contacts can easily be found toward the bottom of the following webpage: http://www.moval.org/city_hall/developer_zone.shtml

If you have any problems with log in, please contact our Department via email or phone at 951-413-3350 or permitcounter@moval.org .