

Resident Sticker Instructions – Online Sticker Request Through City Squared

Visit: www.ci.milford.ct.us

Top Banner: Select Services

Drop Down: Select Online Services

City of MILFORD CONNECTICUT

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SERVICES

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- Departments
- Public Works Service Requests
- Contact Us

From Online Services Menu: Select On-line Permits

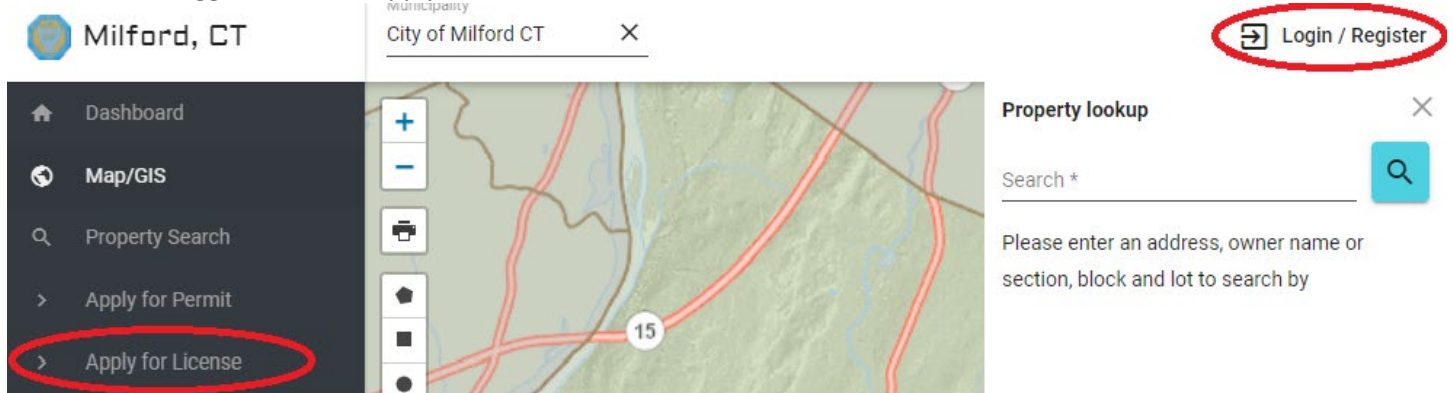
Home

ONLINE SERVICES

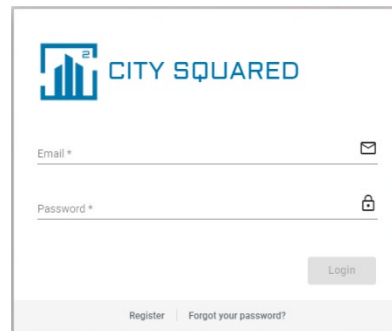
Property Record Search	Code of Ordinances	Milford Alerts	Land & Indexed Records	Library Catalog
On-line Permits	Recreation Activities	Tax Payment History	Milford Government Access TV	On-line Mapping
Voter Lookup	Accident Reports	View and Pay Taxes Online		

Brings you to: <https://citysquared.com/#/app/map/MilfordCityCT>

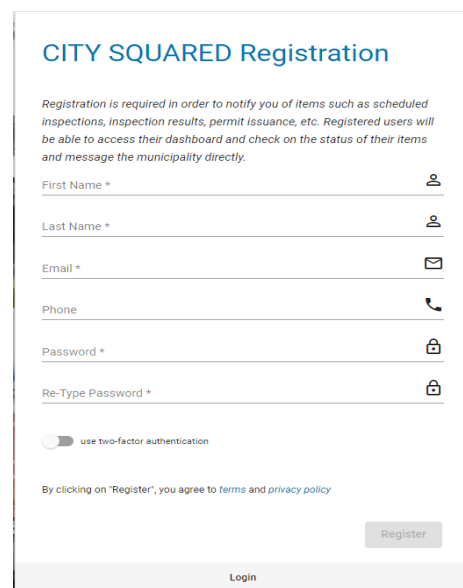
Top Right Side: Select Login/Register
Once logged in: select Apply for License



Pop Up: Asks for email and password
Existing User: Log In
New User: Register to create account

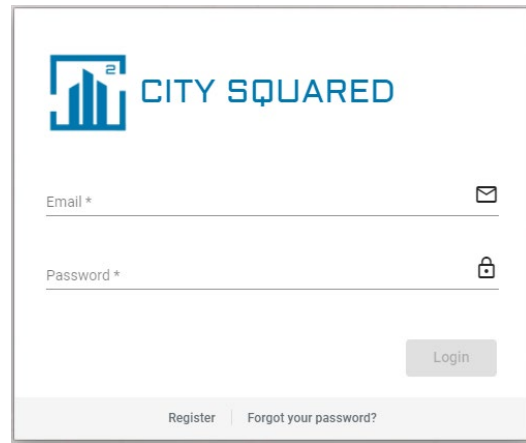


New User Registration Screen
Complete required fields and select Register
New Users will be sent a confirmation email to complete registration process



Proceed to login with email and password

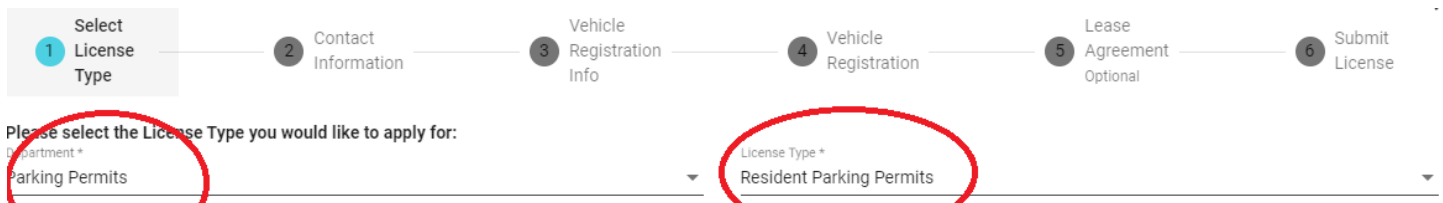
Now you are logged into the Permit/License program
Select: Apply for License (left side banner)



Step 1: Select Apply for a License

Department: Parking Permits
License Type: Resident Parking Permits


Click 

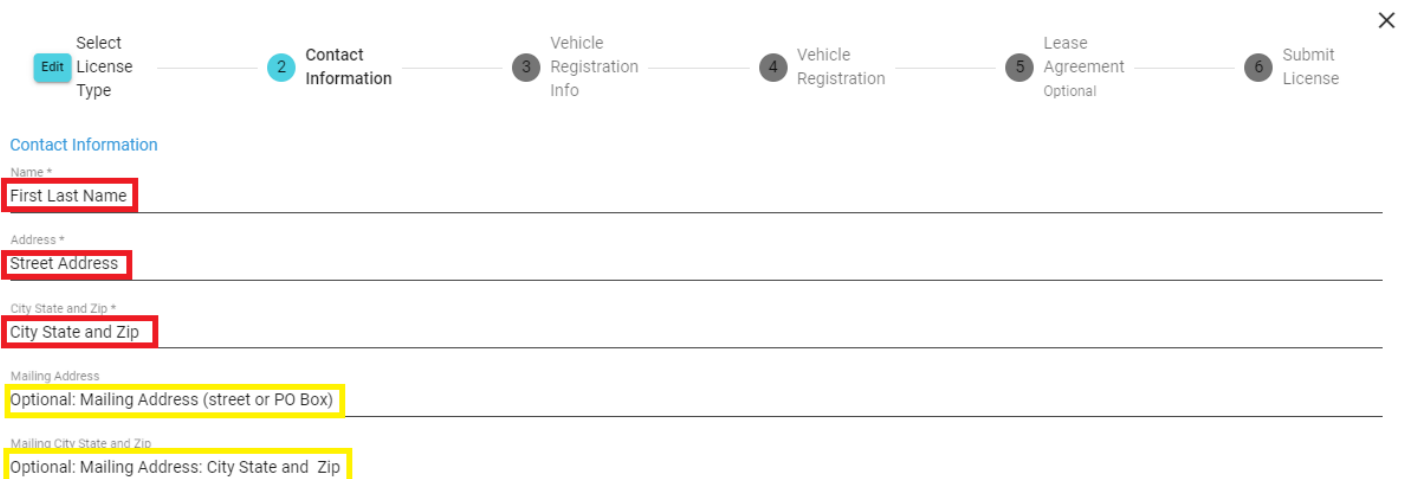


Step 2: Contact Information:

Please complete: Name, Address, City State and Zip

Optional: if you have a different mailing address, please complete: Mailing Address & Mailing City State and Zip

Click 




Step 3: Vehicle Registration Info

Allows you to request up to 10 Resident Parking Stickers.

Complete Vehicle Registration Info and corresponding Plate Exp Dates for each vehicle you are requesting a sticker for.

Click 



Vehicle Registration Info

Vehicle License Plate Number 1 *
123456

Plate Exp Dates

Plate Expiration Date 1 *
1/1/2023

Step 4: Vehicle Registration

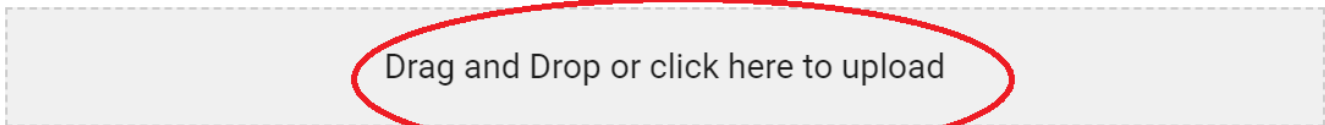
Upload the current, unexpired vehicle registration document for each vehicle you requested on the previous page.

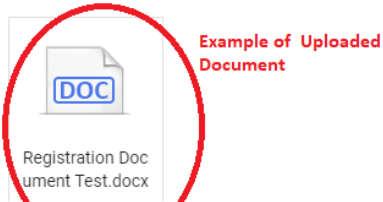
Click 



Please upload the current, unexpired vehicle registration document for each vehicle you requested on the previous page.

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB





Step 5: Lease Agreement (Optional)

THIS STEP IS OPTIONAL, and only needs to be completed if it applies to your resident parking sticker eligibility scenario.

Click

Next



If your vehicle is not registered in Milford, CT please confirm your eligibility by uploading a current lease agreement matching the name on your motor vehicle registration(s).

Allowed file types: DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, DXF, CSV, XLS, XLSX, XLSM, XLSB

Drag and Drop or click here to upload

No Documents to Display

Step 6: Submit License

Your License is ready to be submitted. Please review the fields on this page prior to submitting.

Once your review is complete, click

Submit



Submit License

Your License is ready to be submitted. Please review the information below:

Important data	⌵
Contacts that are involved	⌵
Documents submitted	⌵

Once submitted you will see your recent submission.

You will also receive an email notification "Your Resident Parking Permits License was submitted successfully."

To return to your main dashboard, select

Dashboard

Important Notes

At any time during the application process you can select one of the following options:

Abandon

To discard your application and lose all data entered

Back

To navigate to a previous page and update information

Draft

To save the information entered and resume the application at a later date

Click here for Support

To contact Remote Support of the software provider City Squared

To review the status of your permit/license applications

Log In to the City Squared

Click on  **Dashboard**

Review the Licenses column

Select the arrow to open licenses



Licenses (4) 1 : Abandoned 1 : Active 2 : Submitted ▼

Once the license is opened, you can see:

Number: Order your request was received

Type: Type of request (Resident Parking Permits aka Resident Parking Sticker)

Expiration Date: Year sticker expires

Description: n/a

Status: See below for various statuses

Statuses:

Submitted: Sticker request was submitted online

Pending: sticker request has been started and is under review by the Tax Collector's Office

Issued: Sticker was issued and mailed

Draft: You started the submission process and are awaiting completion. Select this to finish your submission.

Inactive: Your sticker request was not approved due to insufficient information OR your prior year sticker expired.

Abandoned: Sticker requested was not submitted nor saved for further completion.


Contact/Email Notifications


You may receive an email from Do Not Reply as noreply@sca-corp.com if the Tax Collector's Office contacts you regarding your online submission.

Please review the message and respond to the Tax Collector's Office in a timely manner to ensure your resident parking sticker request is processed without delay.



DO NOT reply directly to the email message. Use the link provided within the email to respond. It will show as, "To reply to me please use the comments area [Here](#)." Once you click the link it will bring you directly to the Comment section where you can reply back to the Tax Collector's Office.

Click Comment: A message box will appear. Please complete the sections "Subject" and respond in "Add your comment here..."

To add an attachment, click the paperclip icon 

To send the message, click the send button 

To access the messages directly from your City Squared profile:

- Select  **Dashboard**
- Select **Licenses (1)**
- Select **Resident Parking Permits** under **Type**
- Select **Comment** 

Website Assistance

CitySquared Support availability:

8:00am to 5:00pm Monday through Friday

Phone: [\(845\)-250-0531](tel:(845)-250-0531)

Email: support@sca-corp.com