



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

sdttc.com

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TOT REGISTRATION GUIDE

1. Start by going to **sdttc.com**

2. Click on **Tax Collection** in the top navigation bar

The screenshot shows the SDTTC website interface. The URL <https://www.sdttc.com> is circled in the browser address bar. The top navigation bar includes 'TAX COLLECTION', 'TREASURY', 'ABOUT TTC', and 'CONTACT US'. The 'TAX COLLECTION' menu is open, listing various tax categories. 'TRANSIENT OCCUPANCY TAXES' is circled in the menu. Below the menu, a search bar is highlighted with a red circle and the number '1'. The search process is illustrated with three numbered steps: 1. SEARCH, 2. SELECT, and 3. PAY.

3. A drop down list will open - click on **Transient Occupancy Tax**



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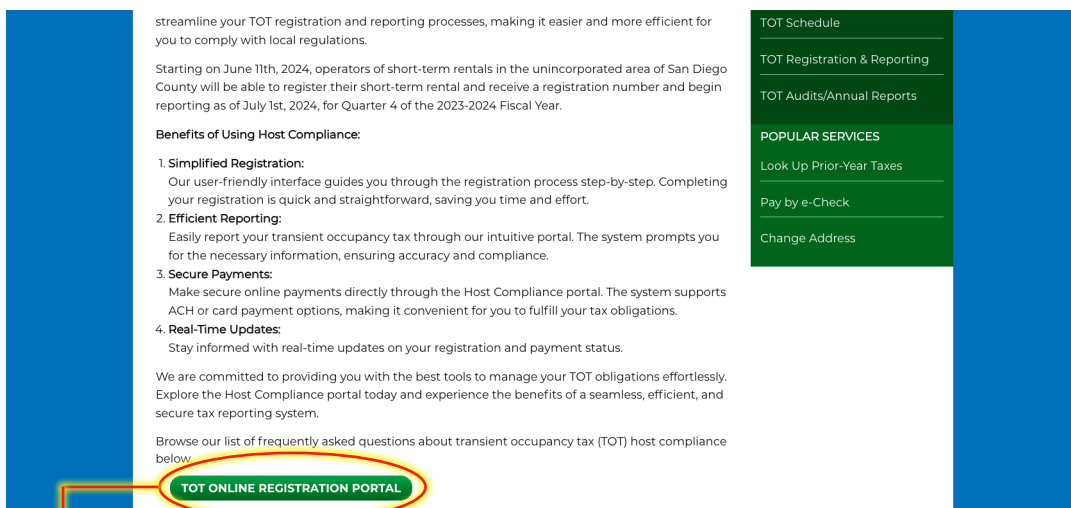
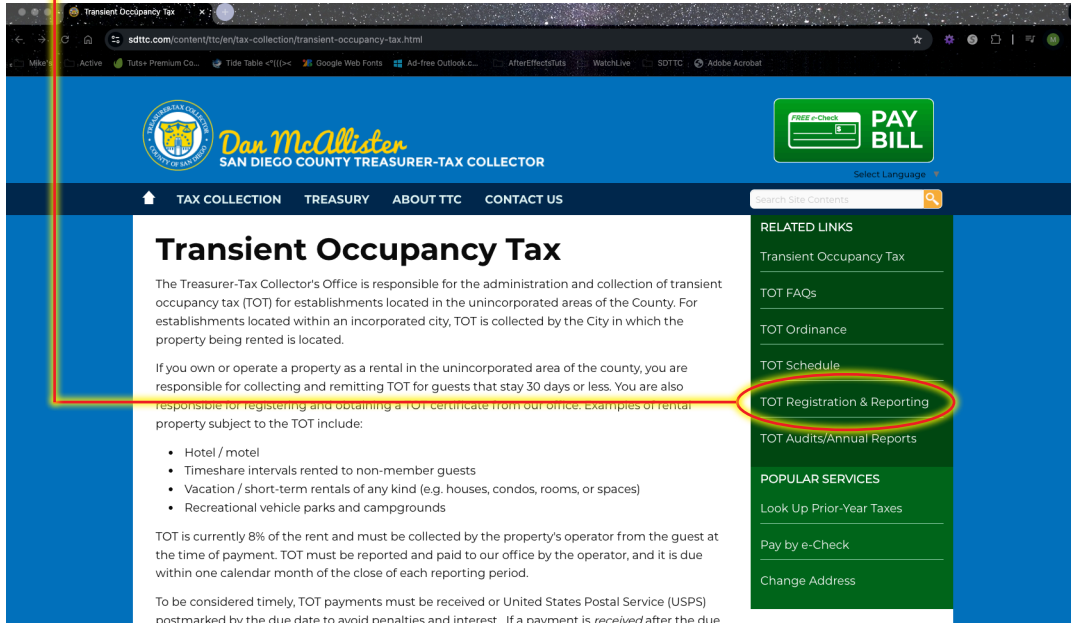
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4.

On the “Transient Occupancy Tax” page, click on **TOT Registration & Reporting** in the **Related Links** menu on the right side of the page



5.

On the “TOT Registration & Reporting” page, click on **TOT Online Registration Portal** at the bottom of the page



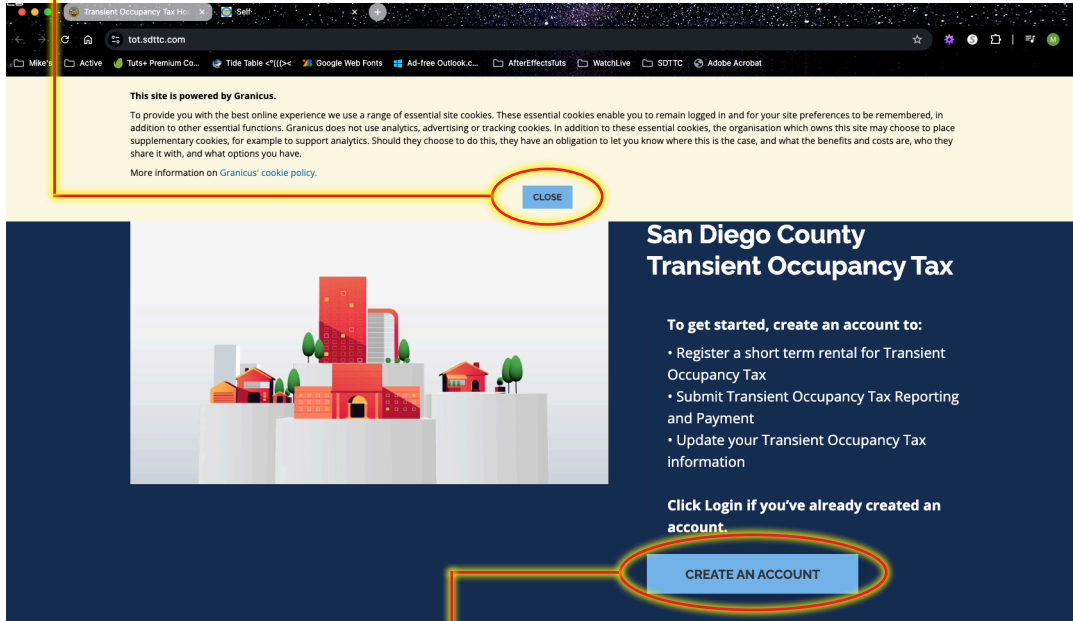
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6. On the “TOT Registration Portal” page, click on **Close** on the pop up at the top.



7. At the bottom of the page, click on **Create An Account**. You will be taken to the registration page..

8. On the “Registration” page, enter your email address and create a password.

The screenshot shows a registration form titled "Registration". The instructions say "Please enter your email and a password to register for self". There are three input fields: "Email *", "Password *", and "Confirm Password *". The "Email" field is highlighted with a red box. At the bottom left, there is a blue button labeled "CANCEL" and at the bottom right, a blue button labeled "SUBMIT" is circled in red.

9. When you complete the form, click on **Submit**.



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! Email Verification Required

Your account has been successfully registered. Before you can use it, you must verify your email address. An email has been sent to test@sdcounty.ca.gov containing instructions on how to do this.

OK

CANCEL

10. Once you hit “Submit” the system will send you a verification email. Click **OK** and proceed to your email.

11. Once you have received your email, click **Self**

Thank you for signing up to self service

Your account has been created, you can login after you have activated your account.

Please click to be taken to [Self](#) and have your account activated

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The sandiegocountyca-self.govplatform.com/en team

Home Register Login

Log In

USERNAME

PASSWORD

SIGN IN REGISTER CANCEL

Forgotten Your Password?

Contact Us

12. After clicking “self” you will be taken back to the log in page. Please enter the **username** and **password** you just created. Click **Sign in**



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INSTRUCTIONS ON REQUESTING/ORDERING THE DEED FROM THE ASSESSOR'S OFFICE

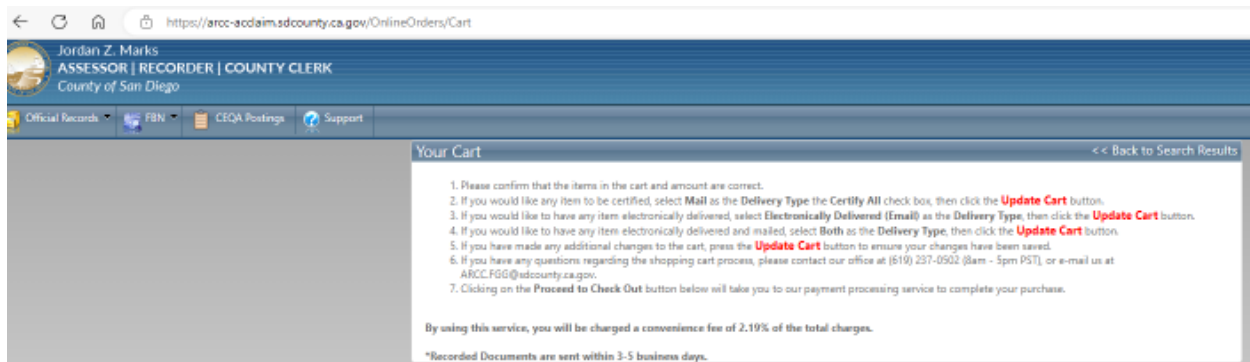
Requests for a copy of a document can be made online, by mail or in our office at any branch location.

If you choose the online option, use the [Grantor/Grantee Index](#) or from the home page [Home \(sandiegocounty.gov\)](http://sandiegocounty.gov) by clicking "Obtain Copies of Official Records" in the bottom left box of the page.

All copy orders requested online are processed by our staff in order of receipt. Please ensure the e-mail or mailing address provided is accurate and complete to avoid any mailing delays. **You will not be able to print or view the images online, even after purchase per Government Code 6254.21.**



If you order online, it will default to "mail delivery". If you wish to choose email delivery, any time you make a change in the delivery option you must click "update cart". Otherwise, it defaults to "mail delivery".



Delivery Type	Certify All
Mail	<input type="checkbox"/>

Before

Update Cart

Delivery Type	Certify All
Electronic Delivery (Email)	<input type="checkbox"/>

After

Update Cart



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Please note that copy requests with email delivery are not instantly sent to your email. It may take up to 1-2 business days for it to be processed and sent via email by our staff.

Another option is making a formal copy request via regular mail. If requesting via regular mail, please indicate the following information in your request:

1. Document number, Book/Page#, or Map# (Depending on the request)
2. The date that the document was recorded
3. The name of at least one of the parties named on the document
4. The type of document recorded

To find your document number, you can search using the Grantor/Grantee Index search option as linked above or by contacting the public records search at: (619) 531-5559.

Copies are \$2.00 for the first page and \$0.05 (5 cents) each additional page, per document copy. An additional \$1.00 fee will apply to obtain a certified copy of a recorded document.

All requests by mail are generally processed within one week of receipt. However, we ask that you allow approximately 2-4 weeks to receive copies back in the mail. It is recommended that the online option is utilized, if possible, to avoid delays in the receipt of your copy.

For all USPS mail-in requests, please mail to:

Attn: The San Diego Assessor/Recorder/County Clerk
P.O Box 121750
San Diego, CA. 92112

For Overnight/Express mail service companies, please send to the following:

Attn: The San Diego County Recorder/Clerk
590 3rd Avenue, Suite 204
Chula Vista, CA 91910

Submit mail in requests with check or money order payment. Checks should be made payable to: San Diego County Assessor/Recorder/Clerk

If they have additional questions they can email :

ARCCSDRecordingHelp.FGG@sdcounty.ca.gov