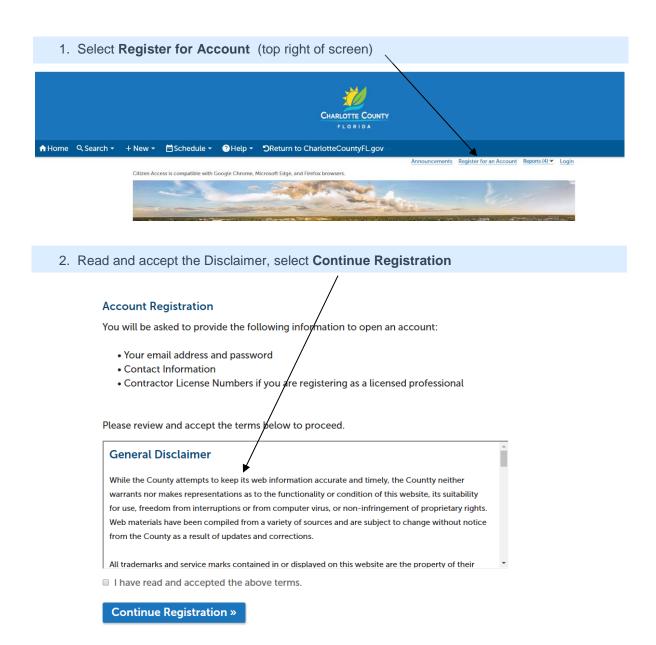
USER GUIDE

https://secureapps.charlottecountyfl.gov/citizenaccess/Welcome.aspx



3. Fill in your account information preferences and select **Continue Registration**

Login Information *User Name:	
User Name:	
username	
(4-32 characters may contain letters, numbers, and the following four . @ special characters)	
*e-Mail Address:	
username@email.com	
*Password:	
•••••••	
(8-20 characters)	
*Type Password Again:	
•••••••••	
*Select a Security Question:	
Name of Pet (used for identification if you forget your login information)	
*Answer:	
Fido (20 characters maximum)	
(20 Characters maximum)	
ma of Business	
me of Business:	
me of Business: C Plumbing	
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c Plumbing ddress Line 1: 3 Main ty: ytown sate: p: 948- me Phone: Work Phone: Mobile Phone:	
c Plumbing ddress Line 1: 3 Main ty: ytown ate: p: 948- me Phone: Work Phone: Mobile Phone: x: *Preferred Method of Contact:	
ddress Line 1: 3 Main ty: ytown ate: P: 948- me Phone: Work Phone: Mobile Phone:	

4. You will receive a confirmation message that your account has been created.



Your account has been successfully created. You can login immediately.

Your account has been successfully created.

Congratulations! You have successfully created an account with the County. You can login immediately.

Important: To use the on-line site to apply for permits, schedule inspections or pay fees, you will need to "link" your contractor license number to your account. Login with your user name and password and select Account Management to add your license. Please be aware that approval by the County will be required to activate your request to link to a contractor license. Normal turnaround time for approval is approximately one hour. Thank you.

Account Information

User Name: tinaj444

E-mail: tinac123@verizon.net

Password: ******
Security Question: favorite dog

Contact Information

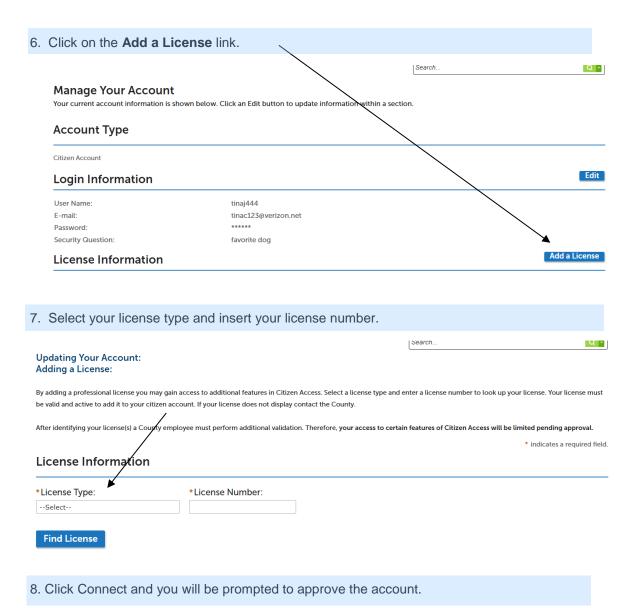
CHARLOTTE COUNTY Home Phone: 9417431201

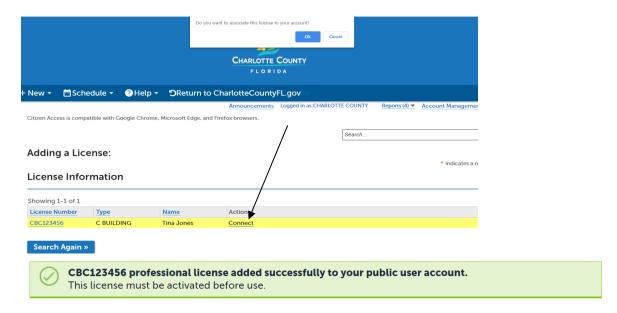
CHARLOTTE COUNTY Work Phone:

18400 Murdock Circle Mobile Phone:
tinac.jones@charlottecountyfl.gov Fax:

5. **IMPORTANT**: To link your contractor's license with your account, login to your account and click on **Account Management** (top right of screen)







Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

An email is automatically sent to Charlotte County to activate your account. Emails are checked approximately every 60 minutes and updates are made at that time.