

# Citizen Access Portal Account Registration Guide

1. Open the [Citizen Access Portal](https://secureapps.charlottecountyfl.gov/CitizenAccess/Welcome.aspx) in your browser:  
<https://secureapps.charlottecountyfl.gov/CitizenAccess/Welcome.aspx>
2. Select **Register for Account** (top right of screen)



3. Read and accept the Disclaimer, select **Continue Registration**

Please review and accept the terms below to proceed.

**General Disclaimer**

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I have read and accepted the above terms.

[Continue Registration »](#)

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

**Account Registration Step 2:  
Enter Account Information**

**Login Information**

\*User Name:  
  
(4-32 characters may contain letters, numbers, and the following four . @ \_ - special characters)

\*e-Mail Address:

\*Password:  
  
(8-20 characters)

\*Type Password Again:

\*Select a Security Question:  
   
(used for identification if you forget your login information)

\*Answer:  
  
(20 characters maximum)

**Contact Information**

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:

\*City:

\*State:

\*Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:  \*Preferred Method of Contact:

5. 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

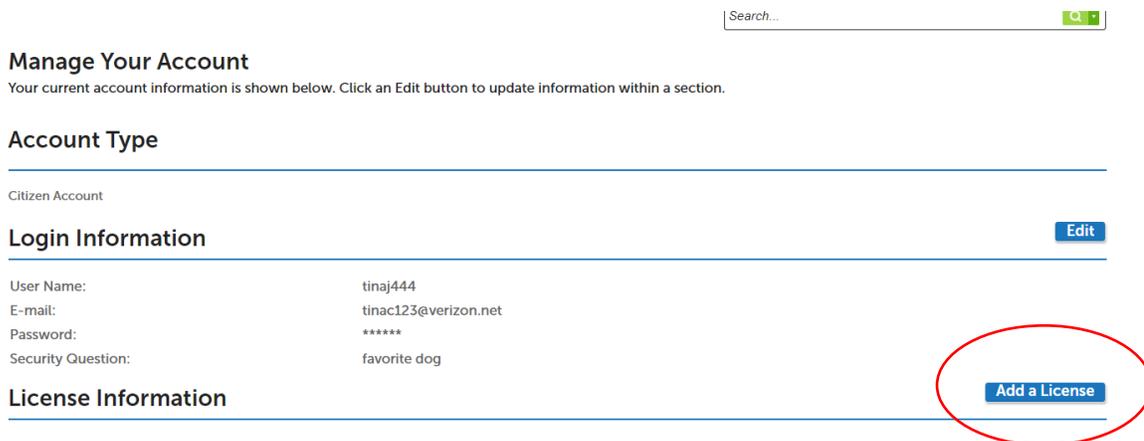
**Contact Information**

CHARLOTTE COUNTY Home Phone: 9417431201  
CHARLOTTE COUNTY Work Phone:  
18400 Murdock Circle Mobile Phone:  
tinac.jones@charlottecountyfl.gov Fax:

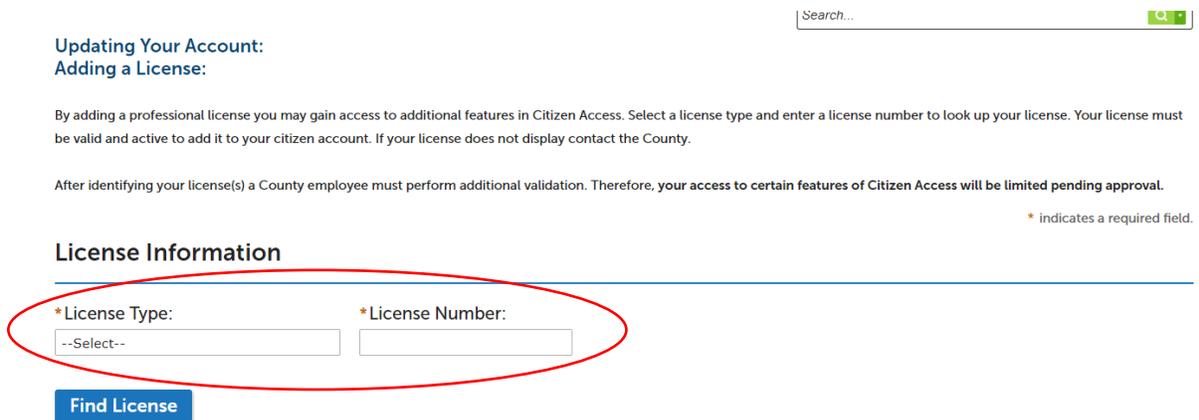
- To link your contractor's license with your account, login to your account and click on **Account Management** (top right of screen)



- Click on the **Add a License** link



- Select your license type and insert your license number



9. Click **Connect** and you will be prompted to approve the account

Do you want to associate this license to your account?

OK Cancel

CHARLOTTE COUNTY  
FLORIDA

+ New ▾ Schedule ▾ Help ▾ Return to CharlotteCountyFL.gov >>

Announcements Logged in as: CHARLOTTE COUNTY Reports (4) ▾ Account Manager

Citizen Access is compatible with Google Chrome, Microsoft Edge, and Firefox browsers.

Search...

Adding a License: \* indicates a re

License Information

Showing 1-1 of 1

License Number	Type	Name	Action
CBC123456	C BUILDING	Tina Jones	Connect

Search Again »

 **CBC123456 professional license added successfully to your public user account.**  
This license must be activated before use.

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.