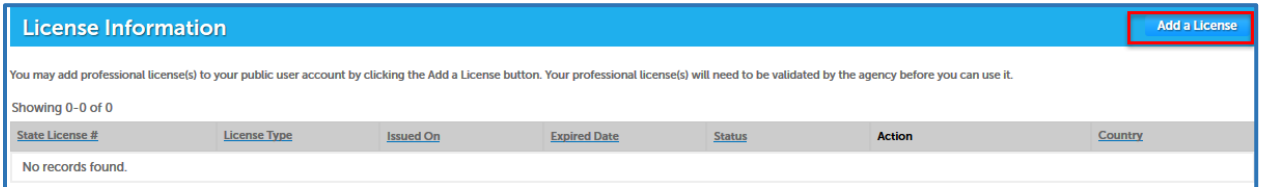


Osceola County Permit Center User Guide

Add a Professional License

Permit Center URL: <https://permits.osceola.org>

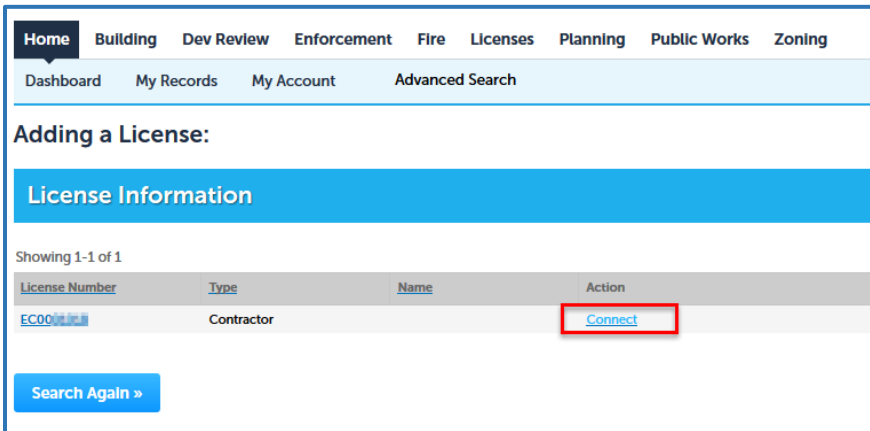
1. Login to your account and click the **Account Management** link.
2. Scroll to the License Information section & click **Add a License**.



3. Enter the License Type and License Number you want to associate with your account.

The screenshot shows the 'License Information' form. It has a blue header with the text 'License Information'. Below the header, there are two input fields: 'License Type' and 'License Number'. The 'License Type' field is a dropdown menu with 'Contractor' selected. The 'License Number' field contains the text 'EC0000000000'. Below these fields is a blue button labeled 'Find License'.

4. Click **Connect**.



5. Click **Okay**

Do you want to associate this license to your account?

EC00[REDACTED] professional license added successfully to your public user account.
This license must be activated before use.

6. Our office staff will now validate the account. Once validated, the license status will change to **Approved**, you will be able to use that license to pull permits.

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) will need to be validated by the agency before you can use it.

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State License #	License Type	Issued On	Expired Date	Status	Action
EC00[REDACTED]	Contractor		09/30/2018	Approved	Actions ▼