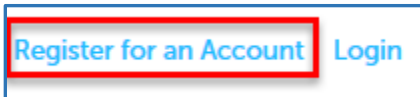


Osceola County Permit Center User Guide

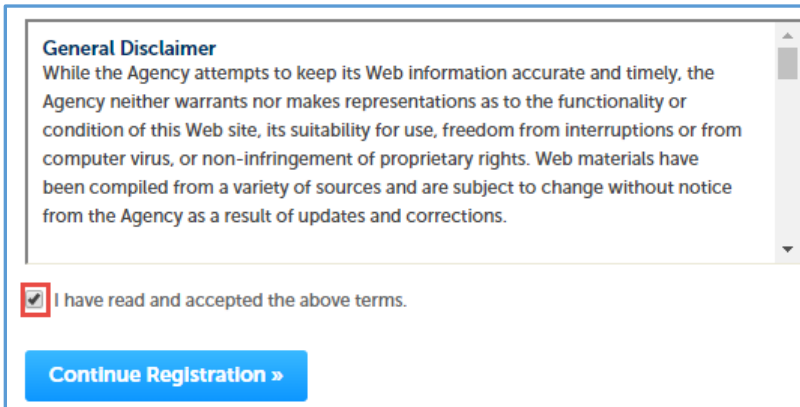
Register for an Account

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

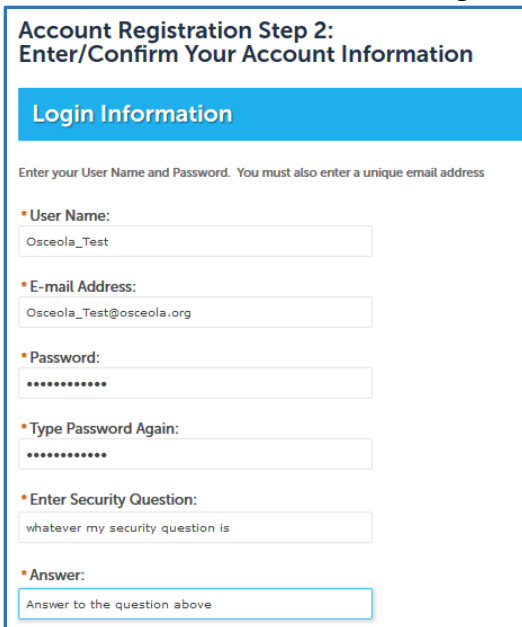
1. Click **Register for an Account**.



2. Confirm that you have read the **General Disclaimer** in order to proceed.



3. Continue to fill out the **Account Registration**.



4. Next you must add **Contact Information** for your account.

The screenshot shows the top portion of a web form. At the top is a blue header bar with the text "Contact Information" in white. Below the header, there is a line of text: "Please select whether you are registering as an individual or as an organization (business) and enter your contact information." Underneath this text is a blue button labeled "Add New".

5. Choose whether the contact person is an individual or an organization.

The screenshot shows a modal window titled "Select Contact Type" with a close button (X) in the top right corner. The main content area has a label "* Type:" followed by a dropdown menu. The dropdown menu is open, showing three options: "--Select--", "Individual", and "Organization". The "Individual" option is highlighted in blue. To the right of the dropdown menu is a link that says "Discard Changes".

6. Complete the required fields & press **Continue**.

The screenshot shows the full "Contact Information" form. It has a blue header with the title "Contact Information". The form contains several input fields: "First:", "Middle:", and "Last:" (each with a text box); "* Name of Business:" (with a text box) and "FEIN:" (with a text box); "* Address Line 1:" (with a text box); "* City:" (with a text box), "* State:" (with a dropdown menu showing "--S"), and "* Zip:" (with a text box); "Work Phone:" and "Mobile Phone:" (each with a text box and a small dropdown menu for country code, showing "+ 00"); and "* E-mail:" (with a text box). At the bottom of the form are three buttons: "Continue" (blue), "Clear" (blue), and "Discard Changes" (text link).

7. Complete the **CAPTCHA** at the bottom of the form to finalize creating your account.
8. You will receive a confirmation email welcoming you to the Osceola County Permit Center.