



## REGISTERING A USER ACCOUNT ON ePermitJC

1. From the Home page navigate to **New Users: Register for an Account** from the center of the page under the sign in boxes or from the link under the ePermitJC title at the upper right.

A screenshot of the ePermitJC website's registration page. The page features a dark header with the Jefferson County Alabama logo and navigation links: GOVERNMENT, DEPARTMENTS, RESIDENTS, BUSINESSES, HOW DO I?, and CONTACT. Below this is a red navigation bar with HOME, SEARCH, NEW, and HELP. A central banner displays the ePermitJC logo and icons of people working. Two buttons, "Register for an Account" and "Login", are highlighted with green boxes. Below the banner is a navigation menu with Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. An "Advanced Search" bar is present. The main content area contains a login form with fields for "User Name or E-mail" and "Password", and a "Login »" button. At the bottom, there are checkboxes for "Remember me on this computer" and "I've forgotten my password", and a "New Users: Register for an Account" link highlighted with a green box.



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2. At the Account Registration launch page you will be asked to **read**, **check the box** to acknowledge that “I have read and accepted the above terms.” and then **click Continue Application**

The screenshot shows the ePermitJC website interface. At the top, there is a navigation bar with the Jefferson County Alabama logo and menu items: GOVERNMENT, DEPARTMENTS, RESIDENTS, BUSINESSES, HOW DO I?, and CONTACT. Below this is a secondary navigation bar with HOME, SEARCH, NEW, and HELP. A banner image features the ePermitJC logo and icons of people working. Below the banner is a main navigation menu with Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. An Advanced Search bar is also present. The main content area is titled "Account Registration" and contains the following text: "You will be asked to provide the following information to open an account:" followed by a bulleted list: "Choose a user name and password", "Account type (Individual or Company)", and "Account owner's name and contact information". Below this, it says "Please review and accept the terms below to proceed." A scrollable box contains a "General Disclaimer" with text about the accuracy of the website's information. At the bottom of the page, there is a checkbox labeled "I have read and accepted the above terms." and a "Continue Registration »" button.



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3. Enter login credential info that you would like to use for your account.  
Click the **Add New** button in the *Contact Information* section to add more user detail information (like address, phone number, company info, etc.) to your account to make future application submission easier.

### Account Registration Step 2: Enter/Confirm Your Account Information

#### Login Information

\* User Name: ?

\* E-mail Address:

\* Password: ?

\* Type Password Again:

\* Enter Security Question: ?

\* Answer: ?

#### Contact Information

Choose how to fill in your contact information.

**Add New**



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4. Select the type of user that this account is for – if you will be using this account for business choose *Company*, if you are a private citizen choose *Individual* and **click Continue**. Continue to enter your detail information in the available fields and **click Continue** to submit this form. You will receive a message that the information you entered does not already exist in the system, if that is correct **click Continue** here as well.

A dialog box titled "Select Contact Type" with a close button (X) in the top right corner. It contains a label "\* Type:" followed by a dropdown menu. The dropdown menu is open, showing three options: "--Select--", "Company", and "Individual". Below the dropdown are two buttons: "Continue" and "Discard Changes".

A dialog box with the text: "The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information." Below the text are two buttons: "Continue" and "Cancel".



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- You will return to the Account Set Up page, and a preview of the detail information you just entered will now show along with the account credentials you entered earlier. Review all your information and **click Continue Registration** to finally submit your account. Congratulations on setting up your user account!

### Contact Information

Choose how to fill in your contact information.

✓ **Contact added successfully.**

**Firstname m Lastname**  
**My Test Company**  
email@gmail.com  
Home phone:205-123-1231  
Mobile Phone:205-123-1231  
Work Phone: 205-123-1231  
Fax:  
**Edit Remove**

**Continue Registration »**

**Home** ESDPermits Building Planning Roads Contractor Licensing

Advanced Search

Your account is successfully registered.



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- You will return to the main login page. **Enter your new account credentials** here. You will be signed in to your *ePermitJC User Home Page* where you can manage your account, apply for new permits, search for records, see your in-process applications and create *Collections* of records to help you manage on-going projects.

A screenshot of the ePermitJC website's login page. The page has a dark header with the Jefferson County Alabama logo and navigation links: GOVERNMENT, DEPARTMENTS, RESIDENTS, BUSINESSES, HOW DO I?, and CONTACT. Below this is a red navigation bar with HOME, SEARCH, + NEW, and HELP. A central banner features silhouettes of people and buildings, with the text "ePermitJC" in large yellow letters and "Register for an Account" and "Login" in red. Below the banner is a menu with Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. An "Advanced Search" bar is also present. The main login area contains two input fields: "User Name or E-mail:" and "Password:", followed by a "Login »" button. At the bottom, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".