



REGISTERING A USER ACCOUNT ON ePermitJC

1. From the Home page click on **CRAETE AN ACCOUNT**

[Home](#) [ESDPermits](#) [Building](#) [Planning](#) [Contractor Licensing](#)

Advanced Search

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT



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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**

A screenshot of the ePermitJC website's account registration page. The page has a dark header with the Jefferson County Alabama logo and navigation links. Below the header is a red banner with "HOME", "SEARCH", "+ NEW", and "HELP" icons. A large banner image shows various construction and permit-related icons, with the "ePermitJC" logo in the center. Below this is a navigation bar with links: "Home", "ESDPermits", "Building", "Planning", "Roads", and "Contractor Licensing". A search bar labeled "Advanced Search" 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 titled "General Disclaimer" contains a paragraph of text. At the bottom, there is a checkbox labeled "I have read and accepted the above terms." and a button labeled "Continue Registration »".

JEFFERSON COUNTY ALABAMA

GOVERNMENT ▾ DEPARTMENTS ▾ RESIDENTS ▾ BUSINESSES ▾ HOW DO I? ▾ CONTACT ▾

HOME SEARCH ▾ + NEW ▾ HELP

Register for an Account Login

Home ESDPermits Building Planning Roads Contractor Licensing

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Account type (Individual or Company)
- Account owner's name and contact information

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue Registration »



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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.

Select Contact Type ×

* Type:

--Select--

--Select--

Company

Individual

Continue

Discard Changes

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue

Cancel



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5. 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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6. 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 large banner image shows various construction and business activities with the text "ePermitJC" in large yellow letters. Below the banner are links for "Register for an Account" and "Login". A secondary navigation bar includes Home, ESDPermits, Building, Planning, Roads, and Contractor Licensing. An "Advanced Search" bar is also present. The main login section features input fields for "User Name or E-mail" and "Password", followed by a "Login" button. At the bottom, there are checkboxes for "Remember me on this computer", links for "I've forgotten my password", and a link for "New Users: Register for an Account".