



REGISTERING A USER ACCOUNT ON ePermitJC

1. From the Home page click on **CREATE 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**

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HOME SEARCH ▾ + NEW ▾ HELP

Register for an Account Login

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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

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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:

TestCompany

* E-mail Address:

TestCompany@gmail.com

* Password:

.....

* Type Password Again:

.....

* Enter Security Question:

what is your pet's name?

* Answer:

Roscoe

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 X

* 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 »

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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.

JEFFERSON COUNTY ALABAMA

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User Name or E-mail:

Password:

Remember me on this computer

I've forgotten my password

New Users: Register for an Account

Login »