How to Register for Online Permitting Services

Effective January 2025

This link will bring you to the screen shown below: https://www.monroecounty-fl.gov/1278/Online-Permitting-Services

For directions, shown above, click *How to Register for Online Account,* which is this document.

Or

Also shown above, click **HERE** to jump right in and Register. The **HERE** link goes to this page:
https://fa-ettl-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/publicSector.html

Click *Register*, either of the 2 icons highlighted in yellow.

Register
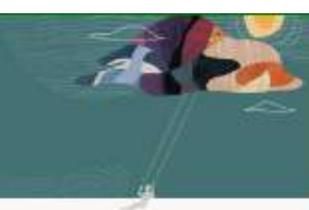
Hide contact information from public view

◯

Account details

| First Name | | Last Name | |
| Required | | Required | |

| Email Address | | Confirm Email Address | |
| Required | | Required | |

Phone

Select the phone type

| Mobile | Work | Home |

Country
US ▼

Phone Number
+1

Address

Country/Region
United States

Address Line 1

Address Line 2

City ▼

State ▼

Postal Code ▼

Additional information

Business Name

Business Title

<mark>For Registration</mark>

Read and accept the terms and conditions before proceeding

Register

Fill out all the fields. The required fields are critical for Registration account creation. The more information that is populated, the easier it will be to contact you for any questions, or concerns.

Click <**For Registration**> to acknowledge the *Terms of Use*. You will return to this screen where <**Register**> will be enabled to move along.

Scroll to read the terms and conditions to the bottom of the page, check the box at "*I have read and accepted the terms and conditions*"
Click **Continue**, then click **Register**.

This *Registration Confirmation* screen is providing your Username which will be used at each login to the County's Permitting system, and notification for you that an email has been sent to your mailbox.

This is a sample email you will be receiving which will be coming from no-reply@monroecounty-fl.org

Click on <**activate your account**> at the end of the first sentence.

Provide a password with the conditions listed, confirm that password, and click <**Reset password**>

Click **<Continue to Sign In>**

Click **<Sign In>**

Provide your email address in the Username field.
Provide your password
Click **<Sign In>**

You have successfully logged into the Permitting and Licensing application.

Click **<Apply>** to start your application.