Step 1: Open Permitting & Inspection System website. Select Register.



Step 2: Enter Information and select Register Account:

Register New Account

A Valid BLDSYS User ID and Password are required to Register an Account



Step 3: Verify successful registration:

Registration Successful!

You registration was successful. An email was sent to the address you registered with. This email will have instructions on how to validate your account.

You will be unable to log in to the Contractor Internet Site until your account is validated

Return to Start Page

Manual: Contractor Web Accnts	Revised: September 21, 2016	Page 1
Authorized by: Dail Man	Title: System Support Specialist	

Step 4: Log into your email and open registration email. Click on link to complete registration:

?	tkoss@hernandocounty.us	12:04 PM (2 minutes ago) 📩 🔹 👻
	In order to Validate your Email Address and be Authorized to Use the Contractor Web System, please cite on the link belo	W.
	http://www.hernandopa-fl.us/CIWeb/Validation.aspx?Code=DGG25036AAA_20160921_120405	
	Please Do Not Respond to this Email	
*	Click here to Reply or Forward	
	(0%) of 45 CP used Torme Drivery	

Step 5: Verify Registration information entered correctly and select Validate Account:



Step 6: Log in using the account information from Step 2. The following will appear:

Building Permit Hernando	Department ting & Inspection Syst _{County, Florida}	Email Address: davidg@hernandocountly.us Password: Log Out Register Forgot Passw You are logged in	rord?
Home My Account Issued Pernits Open Applications Escrow History Failed Inspections New Pernit My Profile	Lie No: DGG25036AAA Reg No: RX 0057913 License Approval Date: 09/09/201 Name: DGG TEST CONRACTOR Addres: 20 N MAIN STREET BROOKSVILLE, FL 34601 Phone: (352) 200-6158 License Expiration Date: 0 State Reg Expiration Date: 0 Workers Comp Expiration Date: 0	My Acccount Information Description: Description: Descri	
Manual: Contra	ctor Web Accnts	Revised: September 21, 2016	Page 2
Authorized by:	Dail M Dreen	Title: System Support Specialist	

Step 7: To reset your password enter your Email Address and select the Forgot Password box:

Buildi Perr Hernar	ng Department mitting & Inspection System ndo County, Florida	Email Address: Password: You are not Logged In. Please enter your account credentials
Home	C Return to Hernando County Home Page	^
My Account	н	ERNANDO COUNTY, FLORIDA
Issued Permits		BUILDING DIVISION
Open Applications	PE	ERMITTING, INSPECTIONS, CONTRACTOR LICENSING
Escrow History	789 Providence Blvd. Brooksville, FL 34601	
Failed Inspections	(352) 754-4050 Fax (352) 754-4416	

Step 8: Enter your email address:

Reset Password

Email Address:		
Confirm Email:		
	Reset Password	

Step 9: You will receive Password Reset response:

Manual: Contractor Web Accnts	Revised: September 21, 2016	Page 3
Authorized by: Dail Man	Title: System Support Specialist	

Password Reset!

Your password was successfully reset, You will be receiving an email to your address with the new password. Please log into the system using the new password, then go to your Progfile page to change it.

Return to Start Page

Step 10: Follow instructions in email:

 Delete
 Respond
 Quick Steps

 Wed 9/21/2016 12:56 PM
 tkoss@hernandocounty.us

 tkoss@hernandocounty.us

 Hernando County Web Permitting Password Reset

 To
 David Greer

 We removed extra line breaks from this message.

In order to Reset your password you will have to log into the system with the following Password: EQ@YI^1K8|*\$ Then you must Go to your profile page and change you password to one of your own chosing.

Tail Move Tags Tail Editing Zoom Barracuda Networks

Please Do Not Respond to this Email

Manual: Contractor Web Accnts	Revised: September 21, 2016	Page 4
Authorized by: Dail M Then	Title: System Support Specialist	