

PURPOSE

This guide provides a step by step registration process, showing how to create an account in the GMD Public Portal. You must register in order to apply for permits.

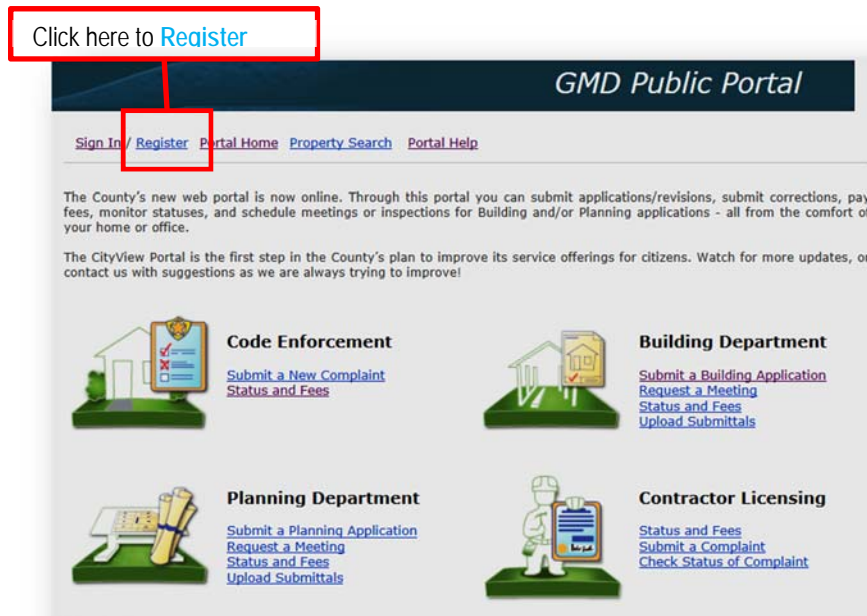
GENERAL INFORMATION

- The Email Address you set up during the registration process is used by GMD staff to complete your registration. You will receive an email with directions on how to complete setting up your account.
- **Red (*)** asterisks identify required fields. If you skip one of these fields, the system prompts you to enter the required information.
- **Run Time** - If your computer has been idle for more than twenty minutes (20), the system will log you out. Before logging you out you will get a reminder that your system is about to be logged out of CityView.

PROCEDURE

Click on the link to the Collier County GMD Public Portal: <http://cvportal.colliergov.net/cityviewweb>

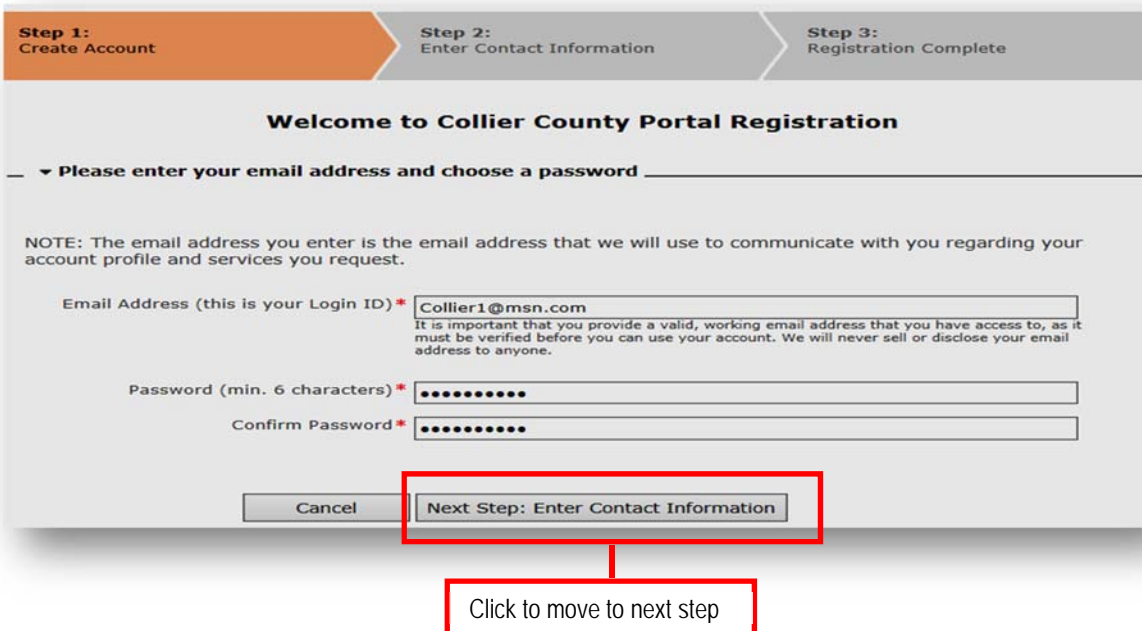
1. Register link:
 - a. To register, Click on **Register** as shown in the following illustration.



2. Create an Account:

- In the [Email Address](#) box, enter your business email address.
- In the [Password](#) box, enter your password.
- In the [Confirm Password](#) box, enter your password again to confirm.
- Click on [Next Step: Enter Contact Information](#) to move to the next step of the process.

Note: Red (*) indicates required fields. The system will not advance to the next step unless all requested information is entered.



Step 1: Create Account **Step 2: Enter Contact Information** **Step 3: Registration Complete**

Welcome to Collier County Portal Registration

▼ Please enter your email address and choose a password

NOTE: The email address you enter is the email address that we will use to communicate with you regarding your account profile and services you request.

Email Address (this is your Login ID) *
It is important that you provide a valid, working email address that you have access to, as it must be verified before you can use your account. We will never sell or disclose your email address to anyone.

Password (min. 6 characters) *

Confirm Password *

Click to move to next step

3. Enter Contact Information:

- In the [Name](#) box, type the following: Company's name – Individual's name (First name and Last name).
- In the [Preferred Contact Method](#) drop-down list box, select Email.
- In the [Street Address](#) box, type your company's mailing address.
- In the [Additional Address Information](#) box, type any additional information that helps to complete your mailing address.
- In the [City/State/Zip](#) box, type the requested information.
- In the [Contact Number\(s\)](#) type at least one contact number.
- Click on [Next Step: Complete Registration](#) button to move to the next step of the process.

[Sign In / Register](#)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)

Step 1:
Create Account

Step 2:
Enter Contact Information

Step 3:
Registration Complete

New Contact Information

Required information is indicated with an asterisk (*)

Name*

Preferred Contact Method*

Mailing Address

Street Address*

Additional Address Information

City/State/Zip*

Contact Numbers

Contact Number(s)	Type	Contact Number	Ext.
	Primary	2395555555	<input type="text"/>
		<input type="text"/>	<input type="text"/>

(*Please note: at least one contact number is required)

Previous Step: Create Account
Next Step: Complete Registration

Company's Name – Individual's Name (First, Last Name)

Company Mailing Address

Click to move to next step

4. Registration Complete

The registration process is complete. Within the next 30 minutes, a confirmation email will arrive from GMDPortal@colliergov.net.

- a. Click on the hyperlink contained in the body of the email to activate your account.

Step 1:
Create Account

Step 2:
Enter Contact Information

Step 3:
Registration Complete

Registration Complete

Your new account was created successfully.

A confirmation email has been sent to Collier1@msn.com. Please allow up to 30 minutes for the email to arrive. Please click on the hyperlink contained in the email to activate your account.