



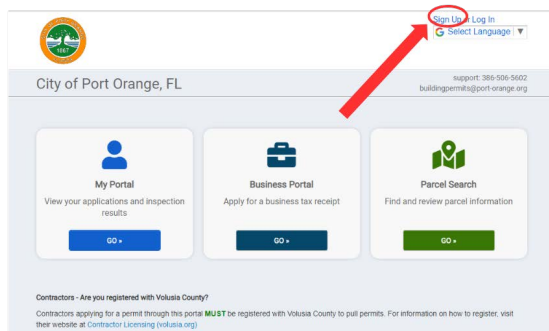
City of Port Orange Online Portal(SmartGov) Registration and Login



- 1) Go to the City of Port Orange Online Portal(SmartGov) link. Bookmark this page or create a shortcut on your desktop to make it easy to come back to later.

City of Port Orange Online Portal(SmartGov)

- 2) In the top right corner of the page, click Sign Up. This will open the three step account registration wizard.



1. Enter your Email Address.

***Note: This email address must be valid. It will be stored as your contact email address in City of Port Orange Online Portal(SmartGov). Once registration is completed, a verification email will be sent to the address provided.**

2. Enter a Password of at least 8 characters and then enter the same password in the Confirm Password field.
3. Enter an Access Code, if applicable, to associate the new portal account with any permits you have already applied for.

***Note: If you do not have an access code, skip this step or contact e mail smartgovhelp@port-orange.org**

4. Click Next.



Account


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**Note: This email address must be valid. It will be stored as your contact email address in City of Port Orange Online Portal(SmartGov). Once registration is completed, a verification email will be sent to the address provided.*

2. Enter a Password of at least 8 characters and then enter the same password in the Confirm Password field.

3. Enter an Access Code, if applicable, to associate the new portal account with any permits you have already applied for. **Note: If you do not have an access code, skip this step or email smartgovhelp@port-orange.org*

4. Click **Next**.



1 Account
 2 Contact
 3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: * Valid Email Address

Password: * Minimum 8 characters

Confirm Password: * Re-enter password

Access Code

If you currently have an active permit in our system, please contact the Building Department to receive your access code.

Code:

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.




Contact

1. Enter all required contact information, such as

- a. First Name
- b. Last Name
- c. Address
- d. Phone #

**Note: Required fields are indicated with an asterisk (*).*

2. Once all necessary fields have been completed, click **Next**.



1 Account
 2 Contact
 3 Review

Your Contact Information

First Name: *

Last Name: *

Display Name: *

Address: *

City: *

State: *

Zip Code: * e.g. 12345 or 12345-6789

Phone #: * e.g. (555) 555-5555

Phone Type: *



Review

1. Verify that all information you have provided is correct.
2. If changes need to be made, click **Edit** next to that section of the account application. This will bring you back to the step that you want to edit and will walk you through the rest of the wizard again.
3. Click **Terms and Conditions** to view the terms of use provided by City of Port Orange in a new tab.
4. Once you have reviewed the terms and conditions, check the box at the bottom of the page to agree to these terms.
5. Click **Create my Account** once all information has been reviewed and changes have been made.
**Note: This will trigger the verification email to be sent to the email address you have provided. If you do not receive an email shortly after creating your account, please check your spam or junk folders. You must verify your registration before logging into the portal.*