

PURPOSE

This guide is to assist customers with the registration process for the GMD Public Portal.

GENERAL INFORMATION

- Customer' registration must be activated.
- The email used to create the account must be working and accessible.
- The email used to set up the account is used to communicate progress on the application a moves through the permitting process.
- Email addresses will never be disclosed.
- Red(*) asterisks identify required fields. If required information is skipped, the system prompts you to enter the information before you can move forward.
- Sessions will expire after twenty minutes of idle time but you will receive a warning message. Information will be lost and you will be required to reapply.
- Registrations are independent. To see permits submitted using a different email address in your My Items, complete the Authorization form and upload during the submittal process.

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PROCEDURE

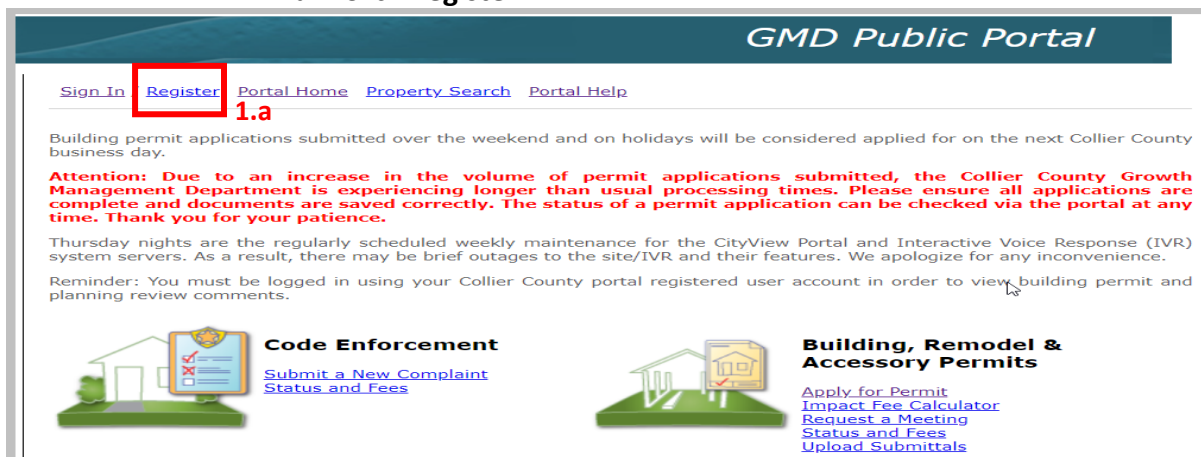
A. Start Registration

Make sure you are a signed into your GMD Public Portal account.

Red (*) Astericks are required fields.

1. Registration

- a. Click **Register**.



B. Create Account

1. Account Information

- Enter **Email Address** (this will be your Login ID)
- Enter **Password** (min. 6 characters).
- Confirm Password** by entering it again.
- Click **Next Step: Enter Contact Information**.

Welcome to the Collier County Web 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)* **1.a**
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.

Password (min. 8 characters)* **1.b**

Confirm Password* **1.c**

1.d

C. Enter Contact Information

1. New Contact Information

- a. Enter Full Name: **Company Name – Individual Name.**
- b. Search for address, Select **Address Location** from the a list appears
- c. Click Check Box if same as Location Address – Auto loads
- d. If location address is not the same as Mailing Address, **Enter Mailing Address**
- e. Enter **Contact Number.**
- f. Enter **Captura Code.**
- g. Click **Next Step: Complet Registration.**

New Contact Information

Required information is indicated with an asterisk (*).

Full Name: * 1.a

Preferred Contact Method: * 1.a

Receive SMS Text Notifications:

▼ **Address**

Search for address 1.b

Begin typing a street address above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list. If you cannot find your address, you can enter it manually in the fields below.

▼ **Mailing Address**

Same as Location Address: 1.c

Street Address: * 1.d

Address Extra Line 1:

Address Extra Line 2:

City/State/Zip *


▼ **Contact Numbers**

Contact Number(s)	Type*	Contact Number*	Ext.
	<input style="border: 1px solid red;" type="text" value="Primary"/>	<input style="border: 1px solid red;" type="text" value="239-252-2965"/>	<input style="border: 1px solid red;" type="text" value=""/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

1.e

Type the characters you see in the image below to continue.


 1.f

1.g

D. Registration Complete

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

1. Your new account was created successfully.
 - a. Click on the hyperlink contained in the body of the email to ACTIVATE your portal account.



The image shows a registration completion screen. At the top, there is a progress bar with three steps: Step 1: Create Account (green), Step 2: Enter Contact Information (green), and Step 3: Registration Complete (orange). Below the progress bar, the text reads "Registration Complete". Underneath, it says "Your new account was created successfully." At the bottom, there is a note: "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."