



HillsGovHub

User Guide

Register a New Individual Account



Hillsborough
County Florida

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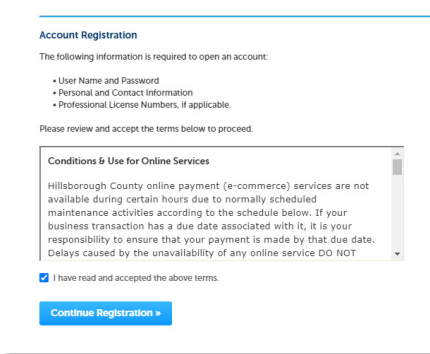
Register a New Individual Account

An account must be created to apply for permits, create applications, schedule inspections, respond to plan review issues, and make payments. Creating an account is beneficial as the system will list all records specifically assigned to the individual logged in.

- 1) Select **Register for an Account** located at the top right-hand side of the screen.



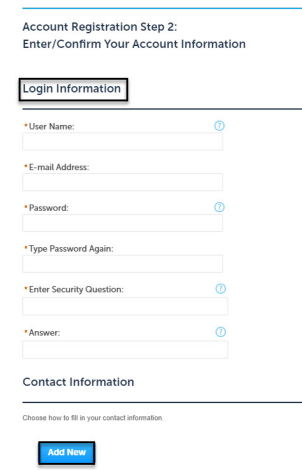
- 2) Review and accept the **Conditions & Use for Online Services** by checking the box, 'I have read and accepted the above terms' and click **Continue Registration**.



- 3) Complete the below required **Login Information** fields:

- a. User Name
- b. Email Address
- c. Password (retype the password to confirm)
- d. Enter Security Question
- e. Answer (provide an answer to the Security Question)

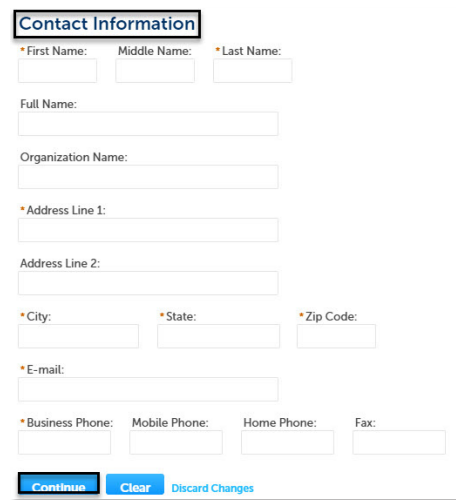
- 4) Select **Add New** in the Contact Information section.



- 5) Complete the below required **Contact Information** fields:

- a. First, Last Name
- b. Full Name
- c. Organization Name
- d. Address Line 1
- e. City, State, Zip
- f. Email
- g. Business Phone

- 6) Select **Continue**.



- 7) Select **Continue Registration**. The system will display a confirmation the account has been successfully registered. After the account is created, it is necessary to login to access the system.

