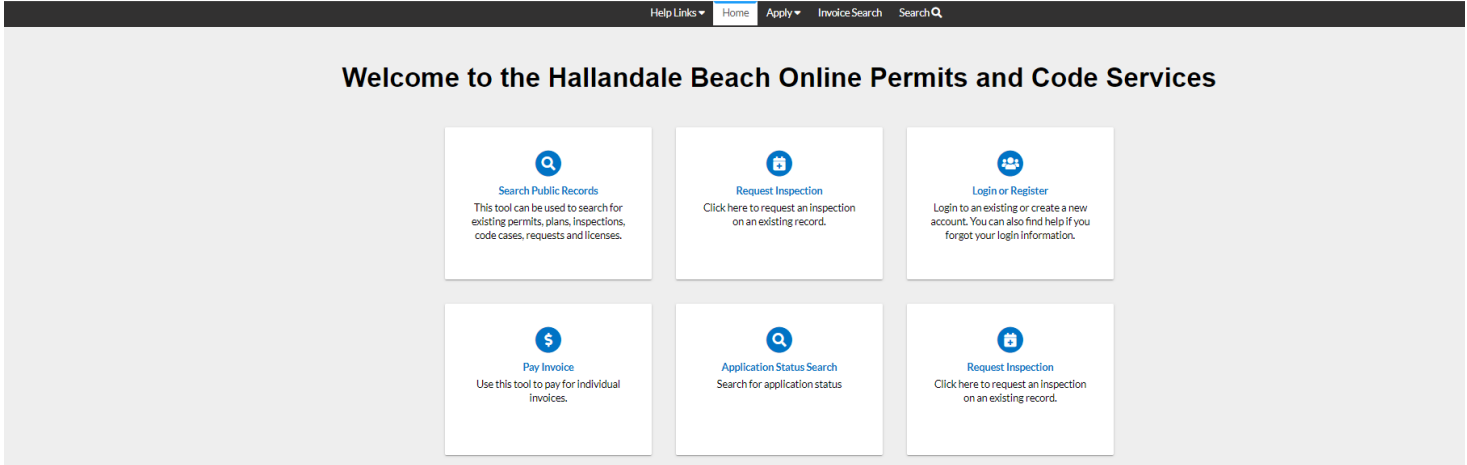
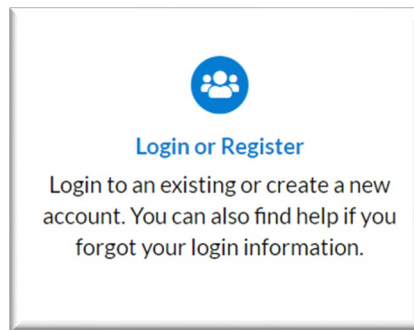


# How to Register and Log into HB-ePermitting Portal

(Also known as Citizen Self Services CCS Portal)



1. Access the HB-ePermitting portal by going to [www.cohb.org/HBePermitting](http://www.cohb.org/HBePermitting)
2. Click the **Login or Register** tile located in the first position on the first row of tiles.



3. Click the **Register Here** option at the bottom of the Log In screen.

**Log In**

\* Username

\* Password

Remember Me

[Log In](#)

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
[Don't have an account yet? Register Here](#)

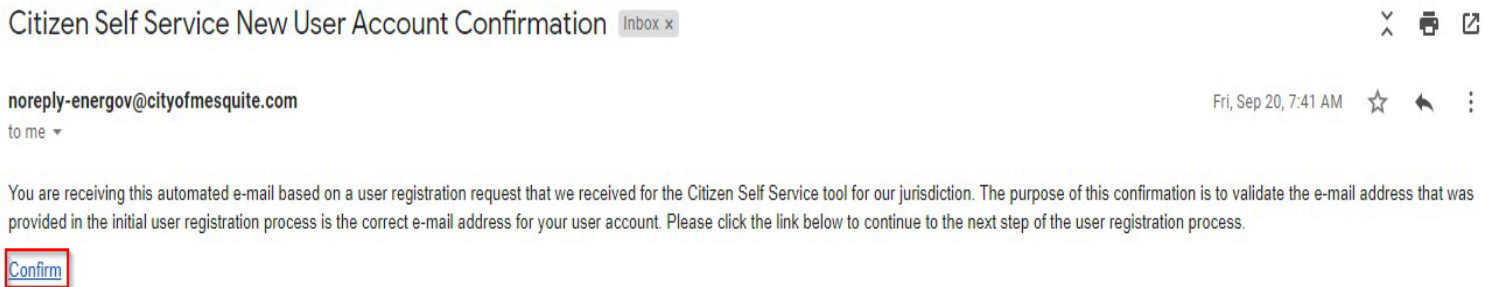
4. Enter the **email address that will be used to log in** (HB-ePermitting Portal), and click **Next**

**Registration**

Step 1 of 4: Email Address

Email

- a. This will generate an email to the email address entered.



5. Once you have received the email, Click **Confirm**
6. Enter a **Username** to be utilized for logging into HB-ePermitting (CCS) Postal (*Note: The username can be your email address.*)
7. Enter a **Password** and **Confirm the Password**
8. Click **I'm not a robot** in the bottom of box on top of the page.

**Registration**

Step 2 of 4: Login information

**\*REQUIRED**

I'm not a robot

\* Username

\* Password

Strong

\* Confirm Password

Email

9. Verify that all information is correct for any required fields. (*Note: These fields are marked by a red asterisk (\*)*)
10. Click **Next**

## 11. Enter a **Personal Information**

### Registration

Step 3 of 4: Personal Info

\*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

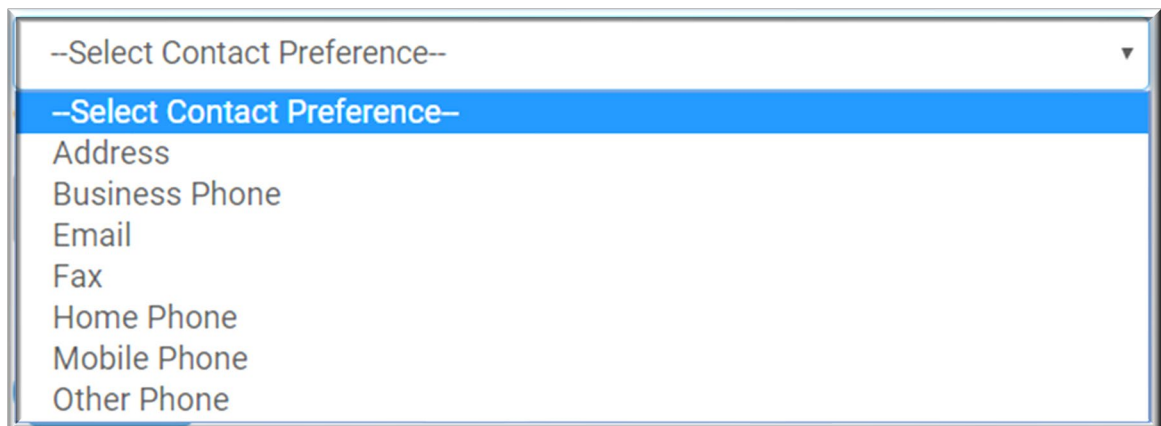
\* Contact Preference

\* Email Address

[Additional Contact Information](#)

Next

12. You will be required to Enter **Contact Preference** on how you would like to be contacted my staff. You may also include additional information by Clicking on "*Additional Contact Information*".



--Select Contact Preference--

- Select Contact Preference--
- Address
- Business Phone
- Email
- Fax
- Home Phone
- Mobile Phone
- Other Phone

13. Click **Next**

14. Enter **your address**, and Click **Submit**

Enter **House Number, Street Direction, Street Name and Street Type**

**(Example: 400 S Federal Hwy)**

Period, Commas, City, State, Zip Code are not required. Use only the number itself (Use 2 or 9, not 2nd or 9th.).

Step 4 of 4: Address

\*REQUIRED

Country Type	<input type="text" value="US"/>
* Street Number	<input type="text" value="400"/>
Street Direction	<input type="text" value="E"/>
Street Name	<input type="text" value="FEDERAL"/>
Street Type	<input type="text" value="HWY"/>
Post Direction	<input type="text"/>
Unit	<input type="text"/>
City	<input type="text" value="Hallandale Beach"/>
State	<input type="text" value="FL"/>
Zip Code	<input type="text" value="33009"/>
* Address Type	<input type="text" value="Business"/>

You've Successfully validated your Account in our HB-ePermitting portal and will be redirected to your **Dashboard!**