

Register a New Account

1. Account creation and responsibilities

The Contractor creates a single account. Contractors are responsible for:

- Linking their license(s) to their account
- Renewing their licenses. This is because the Contractor is electronically acknowledging the renewal and updates to their license.
- Updating their insurance, bond and Worker's Compensation policies
- Linking Authorized Signers to their licenses. Note: The Authorized Signer must first create an account before the contractor may link it.

The Authorized Signer creates an account.

- Authorized Signers do not link licenses to their account, because it is the Contractor who links the Authorized Signer to the Contractor's licenses.
- After the Contractor links the Authorized Signer, the Authorized Signer will be able to update license insurance, bond and Worker's Compensation policies. They may not renew licenses, because that is the sole responsibility of the Contractor as described above.

Office Managers should not create accounts on behalf of contractors.

- If a Contractor wants an Office Manager to update insurance policies for their license, the Contractor must first complete the "[Contractor's Authorized Agent Form](#)" and present it at the Contractors Certification office. Call (561) 233-5525 if you need further instructions.

2. Register the Account

Complete the following steps to Register a New Account.

User Registration

Email:*
Confirmation and Instructions will be sent to this E-mail. If you do not receive the profile activation email within 1 hour, please check your SPAM folder.

Confirm Email:*

Password:*

Confirm Password:*

First Name:*

Middle Name:


Last Name:*


Suffix:

Contact Phone:*

Address:*

Company Name:

I'm not a robot  [Privacy - Terms](#)

You may see **“I’m not a robot”**. If this is present, check the box and follow the instructions, if any, until you see a green check appear in the checkbox. Click the **“Create Account”** button . You will receive a message pop-up similar to the following...



You will receive an email containing an **Activation Link** that must be clicked to complete the registration process. **You will not be able to log in to your account** until you have clicked the **Activation Link**. This is a security measure to ensure your email is the one that is actually registered to the account.

The email will look something like this...



3. *Activate the Account*

Clicking the **Activation Link** completes the Registration process. You will be allowed to log in after you have clicked the Activation Link.

Upon successful activation you will see the following message and you may sign in.

