

RegPermitting

Create a New Customer

1. Click on **Add Customer**

Customer Information Attach Documents

Add Customer

Full Name	Company	Association
No items		

Note: To update existing contact information, notify regcustomerupdates@sfwmd.gov by clicking the email link.

2. Search by email address to determine if a person is an active customer in RegPermitting

Company Name Full Name Email Phone

cactusrose424@gmail.com Search Reset Create New Customer

Search the Customer Database or Create a New Customer

- Search by email address to determine if a person is an active customer in RegPermitting.
- If the customer is not on record, create a new customer.
- Each customer created must be associated with a unique and valid email address.
- Persons may be associated with multiple businesses. If a new association needs to be made between a person and a business, please notify regcustomerupdates@sfwmd.gov by clicking the email link to request that update.

Note: To update existing contact information, notify regcustomerupdates@sfwmd.gov by clicking the email link.

Company Name Full Name Email Phone

Select the customer from the following results by clicking the "Select" button

Full Name	Company Name	Address	City	State	Zip Code	Email	Phone
As Wilder PE		2368 Stockton Drive	Fleming Island FL	32003		tkinkov@sfwmd.gov	(904)616-5
RS Wilder PE		2368 Stockton Drive	Fleming Island FL	32003		lrnox@sfwmd.gov	(904)616-5
Thomas V Wilder	The Wilder Companies LTD	300 Massachusetts Avenue 2nd Floor	Boston MA	02115		trax@sfwmd.gov	(617)247-9

Company Name Full Name Email Phone

George Strait Search Reset Create N

3. A customer list will be displayed on the screen, **select** a customer (the select button will change to **UnSelect**) and click on **Next**.

3. If the customer is not on record, create a new customer.

Select the customer from the following results by clicking the "Select" button

Full Name	Company Name	Address	City	State	Zip Code	Email
Your search did not yield any results. You may attempt an alternative search using different terms or click the "Create New Customer" button to enter your cu						

Full Name Email Phone

George Strait Search Reset **Create New Customer**

the following results by clicking the "Select" button

Company Name	Address	City	State	Zip Code	Email	Phone
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Note:

- Each customer created must be associated with a unique and valid email address.
 - Persons may be associated with multiple businesses
- If a new Association needs to be made between a person and a business, please notify: regcustomerupdates@sfwmd.gov

4. Click on **Create a New Customer** button to enter your customer information.

Search the Customer Database or Create a New Customer

New Customer

Is this a business?

First Name * George Last name * Strait

Suffix * --Select-- Email * cactusrose424@gmail.com

Phone * (800) 250-4200 Address 1 * 316 NW 5th Street

Country * US State * Florida

City * Okeechobee Zip Code * 34972

Next>>

5. Click **Next**

RegPermitting

Create a New Customer (cont.)

1. Select all relevant Party Types for each Customer.

Note: A Payer must be identified if the payment is to be made at this time. If payment will be made later using the 'Make a Payment' link, wait to identify a Payer until that time.

2. Click **Finish**
3. Add additional customers if applicable.

Party Type

• Select all relevant Party Types for each customer.
◦ A 'Payer' must be identified if the application requires a fee.

<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Attorney	<input type="checkbox"/> Authorized Agent
<input type="checkbox"/> Engineering Consultant	<input type="checkbox"/> Environmental Consultant	<input type="checkbox"/> Interested Party
<input type="checkbox"/> Lessee	<input type="checkbox"/> Operating Entity	<input type="checkbox"/> Owner
<input checked="" type="checkbox"/> Payer	<input type="checkbox"/> Property Manager	

<< Back  Finish