

## RegPermitting

## **Create a New Customer**

- 1. Click on Add Customer
- 2. Search by email address to determine if a person is an active customer in RegPermitting
- 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.

#### 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.

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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							
<ul> <li>Select all relevant Party Types for each customer.</li> <li>A Payer must be identified if the application requires a fee.</li> </ul>							
Applicant	C Attorney	Authorized Agent					
Engineering Consultant	Environmental Consultant	Interested Party					
Lessee	Operating Entity	Owner					
Payer	Property Manager						
<< Back		Finish					