



## Palm Beach Citizen Access Portal – How to Create an Account

1. Go to the [Citizen Access Portal](#).



Town of  
**PALM BEACH**  
Florida

Good Afternoon, [Guest](#) ▾

Home Apply Helpful Links ▾ Fee Estimator Today's Inspections Map Pay Invoices Search Calendar

# Palm Beach Citizen Access Portal

### Request Inspection

Click here to request an inspection on an existing record applied for after April 1, 2024.

### Building Records (Prior to April 1, 2024)

This tool can be used to search for permit and inspection records using our legacy Eden system PRIOR to April 1, 2024.

### Apply

This tool can be used to apply for a permit, plan or license.

2. Select the “Guest” drop down menu and select “Register”.

Town of  
**PALM BEACH**  
Florida

Good Afternoon, [Guest](#) ▾

Log In  
Register

Home Apply Helpful Links ▾ Fee Estimator Today's Inspections Map Pay Invoices Search Calendar

# Palm Beach Citizen Access Portal

### Request Inspection

Click here to request an inspection on an existing record applied for after April 1, 2024.

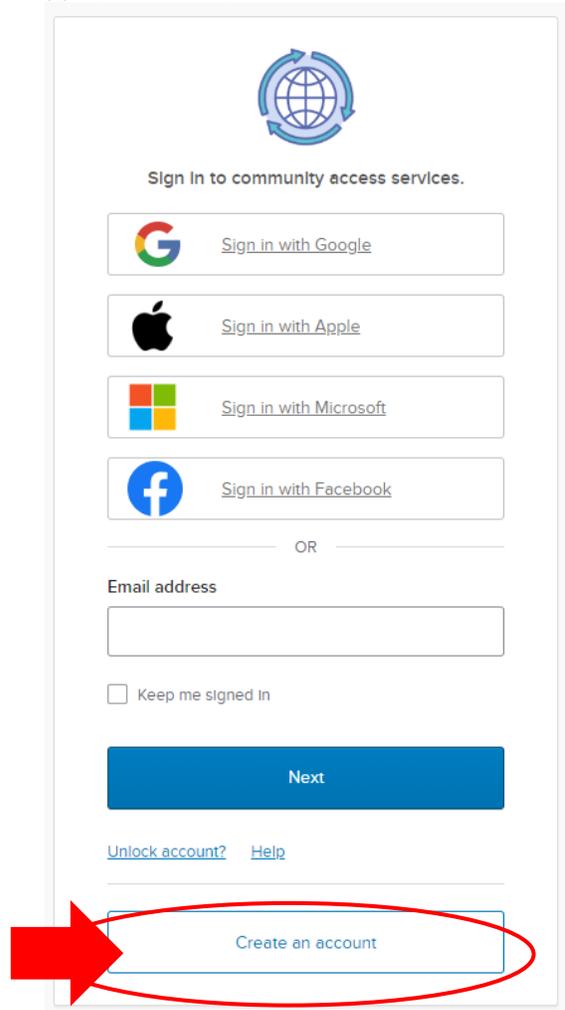
### Building Records (Prior to April 1, 2024)

This tool can be used to search for permit and inspection records using

### Apply

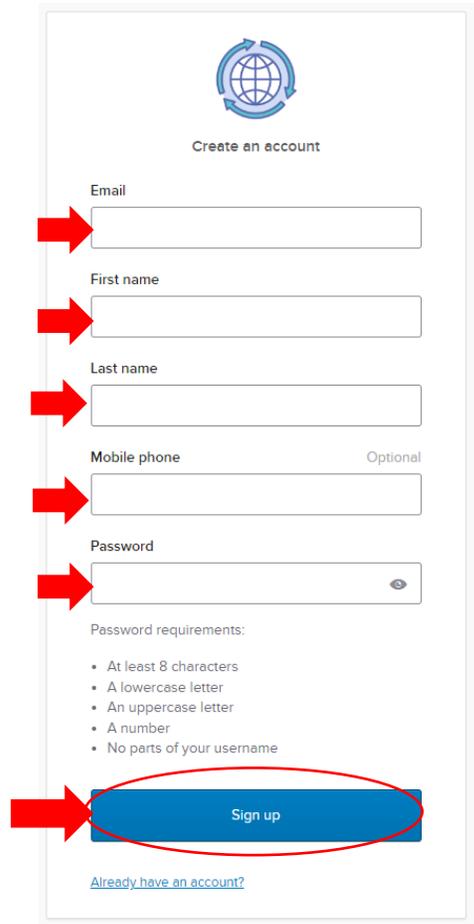
This tool can be used to apply for a permit, plan or license.

3. On the next screen, click the “Create an account.”
  - a. DO NOT sign in with Google/Apple/Microsoft/Facebook unless you are confident that the count uses the same email associated with your EPL account.
  - b. Personal Google/Apple Microsoft/Facebook accounts WILL not properly link to your EPL account.
  - c. The following instructions do not apply if you sign in with Google/Apple/Microsoft/Facebook.



The screenshot shows a login interface titled "Sign in to community access services." It features four social media login buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook". Below these is an "OR" separator, an "Email address" input field, and a "Keep me signed in" checkbox. A blue "Next" button is positioned below the checkbox. At the bottom, there are links for "Unlock account?" and "Help". A red arrow points to a "Create an account" button, which is also circled in red.

4. Your email address (same email that you signed into the Citizen Access Portal with). Fill out the information on the screen. Then click the blue “Sign up” button.
  - a. Enter a password. You may choose the same password that you previously used for the Citizen Access Portal or a new password.



The image shows a 'Create an account' form with the following fields and elements:

- Email:** A text input field with a red arrow pointing to it.
- First name:** A text input field with a red arrow pointing to it.
- Last name:** A text input field with a red arrow pointing to it.
- Mobile phone:** A text input field with the label 'Optional' to its right and a red arrow pointing to it.
- Password:** A text input field with a red arrow pointing to it and a small eye icon on the right side.
- Password requirements:** A list of requirements:
  - At least 8 characters
  - A lowercase letter
  - An uppercase letter
  - A number
  - No parts of your username
- Sign up:** A blue button with the text 'Sign up' inside, circled in red with a red arrow pointing to it.
- Already have an account?:** A blue hyperlink at the bottom of the form.

5. the “Verify with your email” page, you will need to KEEP this window open and check your email for a verification code.
  - a. Go to your email and check for an email from [noreply@identity.tylerportico.com](mailto:noreply@identity.tylerportico.com). Within this email there is a verification code. Copy this code to the “Verify with your email” page. Once the code has been entered, click “Verify”.

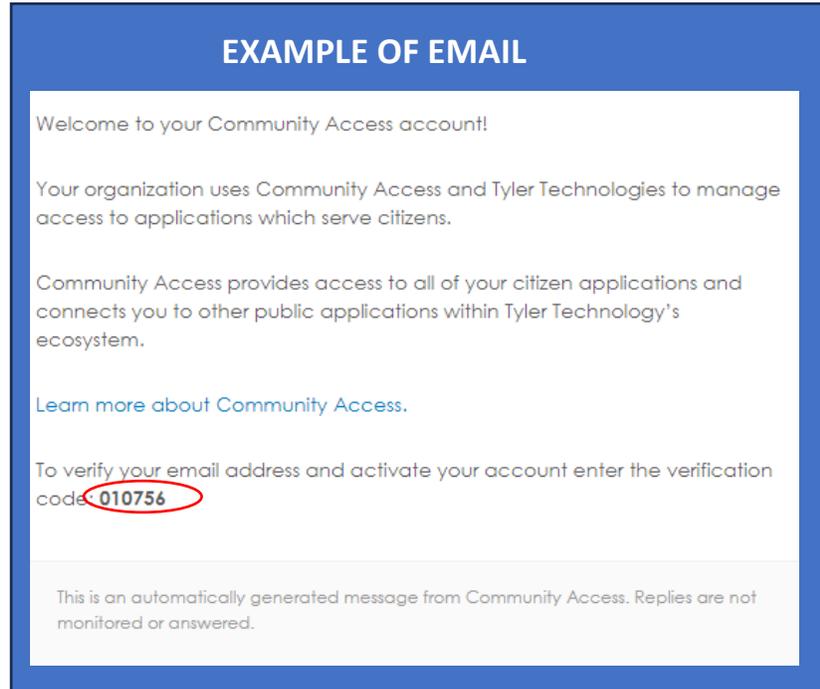
  
  
**Verify with your email**  
⑧ [REDACTED]

We sent an email to [REDACTED] Enter the verification code in the text box.

Enter Code

 **Verify**

[Return to authenticator list](#)  
[Back to sign in](#)



6. For the “Personal info” page, please fill in the information. Items with a red asterisk are required. The “Contact Preference” dropdown is for the best way to reach you, if necessary. Once you have filled out the required information select the blue “Next” button.

Registration

Step 2 of 5: Personal Info

\*REQUIRED

First Name

Middle Name

Last Name

Company

\* Contact Preference

\* Email Address

Additional Contact Information

Mobile Phone



7. For the “Address” page, follow “a” or “b” below and select “Submit”
- b. For residents, please provide your Town address.
  - c. For contractors / architects / design professionals / businesses please provide your office address.

Registration

Step 3 of 5: Address

\*REQUIRED

\* Address   
Address is required.

City

State

Postal Code

8. The next page “Signature”, you will need to type your name and sign or enable the “Type Signature”.

**Registration**

Step 5 of 5: Signature

By registering, you agree that all information entered will be accurate and up-to-date.

\* Please type your name as consent to electronically sign this registration.

Enable Type Signature

Wes McGrail  
December, 01 2022

X Draw Signature Here

Clear

Back Submit

9. Once submitted, you will be taken back to the home page and your name should appear in the top right corner.

