

Steps For Setting Up an On-Line Account

1. Go to www.galvestontx.gov
2. Select **BUSINESS** from top of page.
3. Select **ONLINE PERMITTING** from the teal box on the left side of the page.
4. Scroll to the top of the page and select **REGISTER FOR AN ACCOUNT**
5. Read the general disclaimer, after reading click the box "I have read and accepted the above terms".

The screenshot shows the 'Account Registration' section of the City of Galveston website. At the top, there is a navigation menu with 'Home', 'Building', 'Enforcement', 'Plumbing', and 'Planning'. Below this is an 'Advanced Search' bar. The main heading is 'Account Registration', followed by the instruction: 'You will be asked to provide the following information to open an account:'. A list of requirements follows: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (required)'. A note states: 'Please review and accept the terms below to proceed.' Below this is a red warning: 'Any false information provided during this registration process may render your permits void.' A scrollable box contains the 'General Disclaimer'. At the bottom of the disclaimer box is a checkbox labeled 'I have read and accepted the above terms.' with a blue arrow pointing to it. Below the checkbox is a blue button labeled 'Continue Registration >'. A 'CITY OF GALVESTON' logo is visible in the bottom right corner of the page.

6. Select **CONTINUE REGISTRATION**.
7. Go to the dropdown list under **LICENSE TYPE** and select your trade. Enter your city contractor number. This number is issued in the permit office once you registered your company.

The screenshot shows the 'Account Registration Step 1: Enter License Information' page. At the top, there is a banner for the 'CITY OF GALVESTON Permit Center' with a cityscape image. Below the banner is a navigation menu with 'Home', 'Search', '+ New', 'Schedule', and 'Return to Galveston'. There are links for 'Register for an Account' and 'Login'. A 'Contact Us' and 'Homepage' link is also present. A search bar is located on the right. The main heading is 'Account Registration Step 1: Enter License Information'. Below this is a red warning: 'By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to add it to your citizen account. If your license does not display, please contact a permit clerk 409.797.3620 to update your information.' Below this is a note for owners: 'For Owners that do not have a Contractor License: Set the License Type to 'Owner/Builder' and use 'CONT2003-6' for the City Contractor Number'. A note at the bottom states: 'In certain circumstances, such as license-right by proxy through an employer even after identifying your license(s), a City employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.' A legend indicates that an asterisk (*) indicates a required field. The 'License Information' section has two required fields: '* License Type:' with a dropdown menu set to 'Owner/Builder' and '* City Contractor Number:' with a text box containing 'CONT2003-6'. A blue arrow points to the 'Find License' button below these fields. A 'CITY OF GALVESTON' logo is visible in the bottom right corner of the page.

*Start with **CONT**. If you selected Owner/Builder as license type use: **CONT2003-6** for the contractor number.

8. Select **FIND LICENSE**.
9. You are now on the license information page. Go to the line that has your contractor number, type, name and select **CONNECT** at the end of the line.

License Information

To associate the license with your account, please click 'Connect' under the Action column

Showing 1-1 of 1

Contractor Registration Number	Type	Name	Action
CONT2003-6	Owner/Builder	OFirst OLast	Connect

[Search Again »](#)

10. Click **OK** in the popup window.
11. Select **CONTINUE REGISTRATION**.

[Home](#) [Building](#) [Enforcement](#) [Plumbing](#) [Planning](#)

Advanced Search

Confirm License

Your search returned the following licensed professionals. If the information is incorrect, click the "Remove" button and if necessary search again below "Registration" or "Add to My Licenses" to proceed.

License Look-up Results

License

OFirst OLast	TX Owner/Builder
OWNER/BUILDER	TX - CONT2003-6
OAddress	Issued: 01/01/2003
Galveston TX 77570	Expires:
Tel: 5555555	Insured Max:
Fax:	

For Additional licenses, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the en

[Continue Registration »](#)

(I am done adding licenses.)

[Add to My Licenses »](#)

(I have more licenses.)

12. You are now on step # 2 login information. On this page you will create your username, email, password, security question.

Home Building Enforcement Plumbing Planning

Advanced Search

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

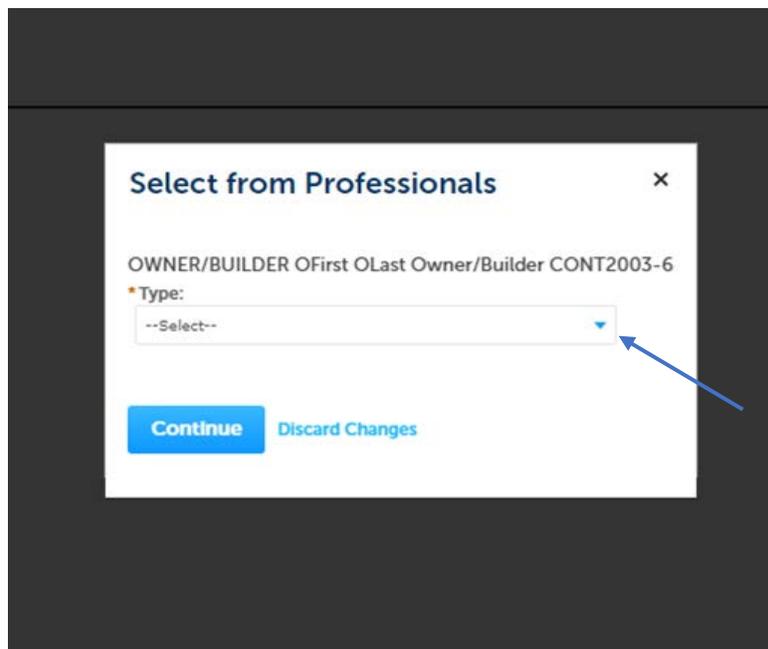
[Select from...](#) [Add New](#)

[Continue Registration »](#)

13. Click **SELECT FROM...**

14. Select **CONTINUE REGISTRATION.**

15. A pop-up window will appear, go to the drop-down list under **TYPE** and select one of the opinions.



16. You are now on Contact Information. On this page you will need to fill out **FIRST, LAST ADDRESS, CITY, STATE, ZIP, AND EMAIL.**

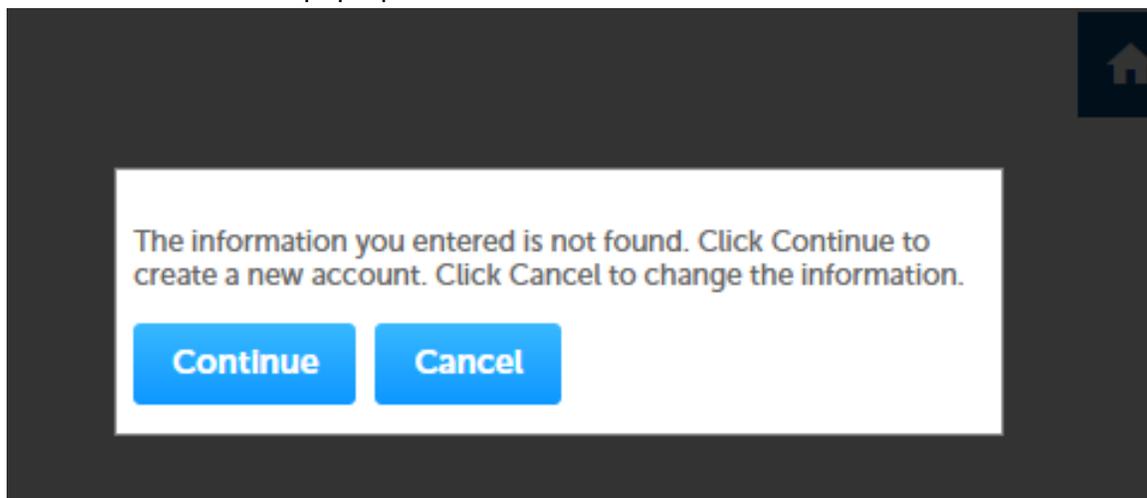
The screenshot shows a 'Contact Information' form with the following fields and values:

- First:
- Middle:
- Last:
- Name of Business:
- Address Line 1:
- City:
- State:
- Zip:
- Home Phone:
- Work Phone:
- Mobile Phone:
- Fax:
- E-mail:

Buttons: [Continue](#) [Discard Changes](#)

Below the form, there is a message: "Please add one record."

17. Select **CONTINUE**.
18. Click **CONTINUE** in the pop-up window.



19. Click **CONTINUE REGISTRATION**.

VERIFIED BY THE USER

* Answer: ?

city of galveston

Contact Information

Choose how to fill in your contact information.

✔ **Contact added successfully.**

Ariah Estella Valdez
OWNER/BUILDER
avaldez@galvestontx.gov
Home phone:4097719696
Mobile Phone:4097719696
Work Phone: 4097719696
Fax:
[Edit](#) [Remove](#)

[Continue Registration »](#)

20. Once you have completed #19, you have successfully completed the online account set up.