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”.

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.
*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.

10. Click OK in the popup window.

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

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.

17. Select **CONTINUE**.

18. Click **CONTINUE** in the pop-up window.
19. Click **CONTINUE REGISTRATION**.

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