

## How to Register as a Contractor

- You must first create a contact in our portal.
- Go to [www.claycountygov.com/government/building](http://www.claycountygov.com/government/building)
- Scroll down until you see Clay County using Tyler Technologies EPL system.
- Inside the box it has a hyper link [Citizens Access Portal \(CAP\)](#)
- Once you are at the portal, the upper right-hand corner- click Login or Register.
- Click create an account (at the bottom).
- Add your email address, create a password, and add your name.
- You'll receive a verification email from **Community Access**, with a 6 digit access code, to input into your registration screen
- Select continue
- Select your method of contact
- Answer 3 questions, which will be your information
- Once completed, your account will be made and you'll be on your dashboard

Once you've created your account, please email the Notice to Qualifying Agent, and the Qualifying Agent statement (found under contractor licensing section of the website), along with a copy of your current license, workers compensation and liability insurance. Be sure the insurance certificate holder reads Clay County Building Department, PO Box 1366, Green Cove Springs, FL 32043.