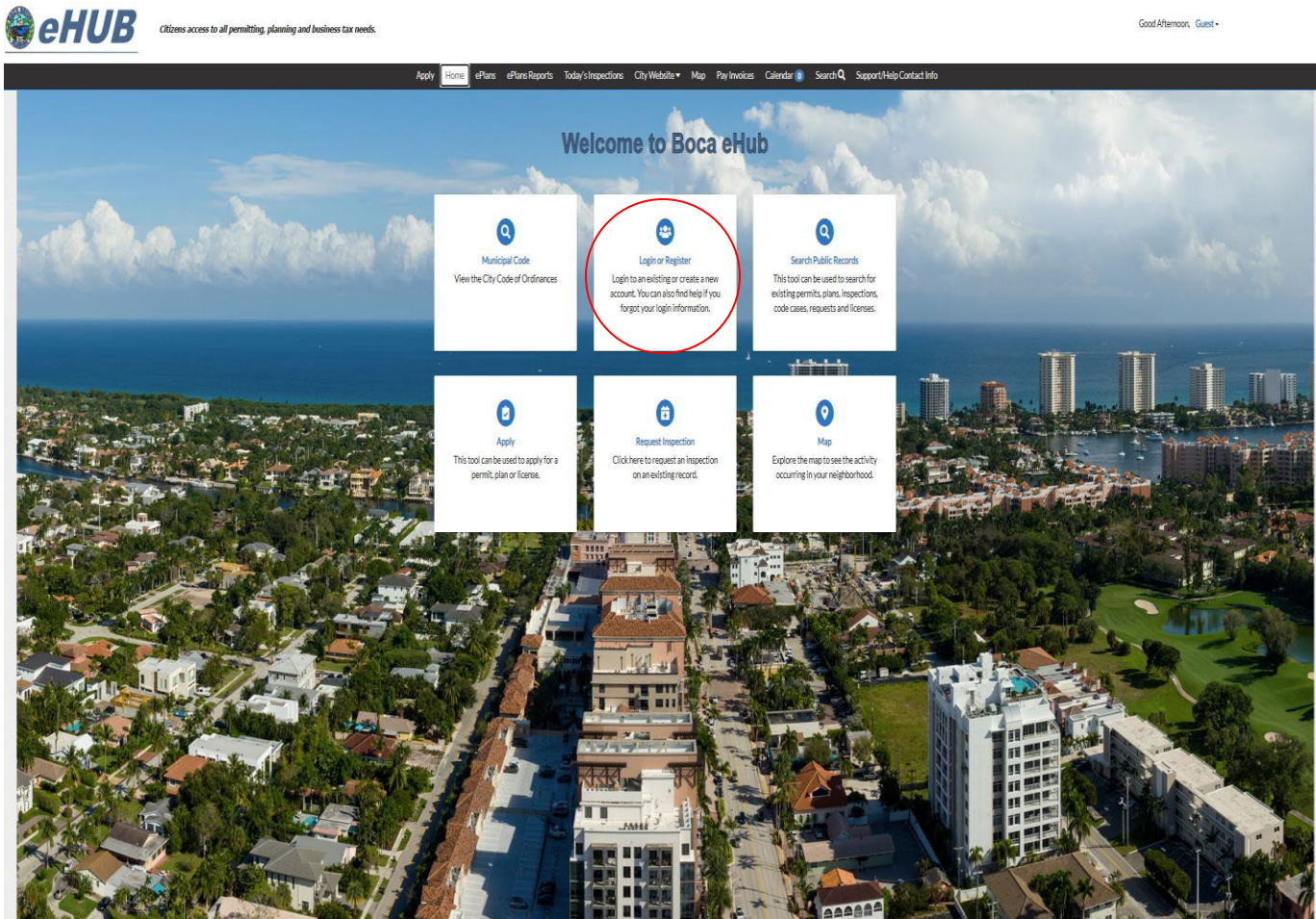


# Account Set Up

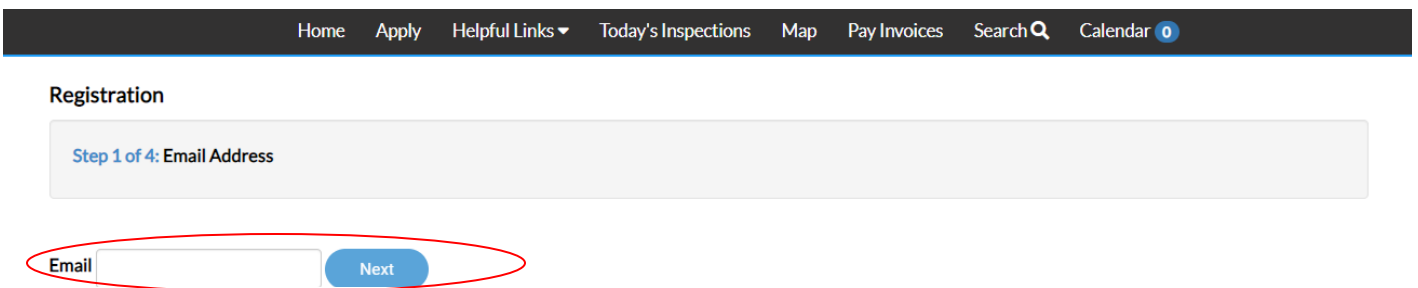
## New and Existing User

### 1. Select “Login or Register”



https://bocastorff-energypublic.ehub.net/apps/efinance/BocaRatonsFDos#/home

### 2. Enter your email address that will be used for your account and click “Next.”



3. Check your email and click the “confirm” link. This will take you back to your account set up. Check your spam folder if you do not see the email in your inbox.



Citizens access to all permitting, planning and business tax needs.

Good Afternoon, Guest

Registration

Step 1 of 4: Email Address

Email: nnames@ci.boca-raton.fl Next

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

Existing users will have to update their information. As an existing user, you will receive a “Is this you?” message prior to updating your contact:



4. Enter Personal Info, Password, and Address . It is recommended to use your email address as your Username. If you wish to create an account with a Username different than your email, you will have to use the Username to login.



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Registration

Step 3 of 4: Personal Info

REQUIRED

\* First Name

First Name is required.

Middle Name

\* Last Name

Last Name is required.

Company

\* Contact Preference

\* Email Address

Additional Contact Information

\* Business Phone

\* Home Phone

\* Mobile Phone

Mobile Phone is required.

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4. Once all required fields are complete, click “Submit.”



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### Registration

Step 4 of 4: Address

**\*REQUIRED**

\*Address

City

State

Postal Code

# Logging In

1. After setting up your account, you will be directed to log in. Enter your Username and Password and click “Log In.”



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Log In

\*Username  
  
Username is required.

\*Password  
  
Password is required.

[Log In](#)

[Forgot your password? Reset It](#)  
[Forgot your username? Email It](#)  
[Don't have an account yet? Register Here](#)

If after following the above directions you are still having login issues please see the following two solutions:

If you are attempting to register and receive this message:

**“This email address is in use.”**

Please try the following steps:

1. Click “Forgot your password? Reset it”.
2. Enter your email address.
3. Follow email instructions.

If you are attempting to Login and receive this message:

**“Invalid Username and Password.”**

Please try the following steps:

1. Click “Forgot your password? Reset it”.
2. Enter your email address.
3. Follow email instructions.