

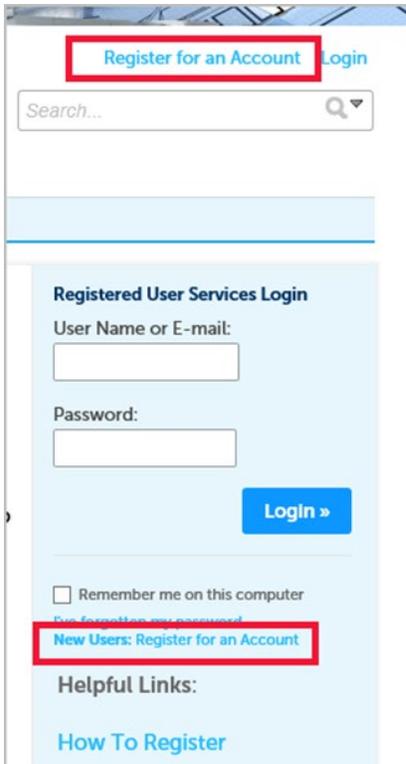
# Brevard County Planning & Development

## How to Register for a New BASS User Account

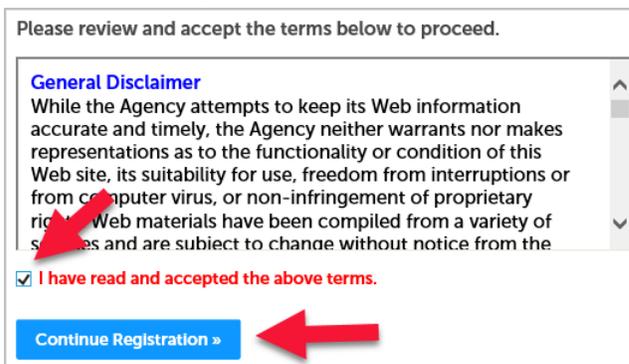
**BASS Website:** [www.brevardfl.gov/BASS](http://www.brevardfl.gov/BASS)

For Technical issues contact [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov)

1. Visit [BASS](http://www.brevardfl.gov/BASS) website and select **Register for an Account**.



2. Confirm that you have read the **General Disclaimer** and continue registration.



### 3. Complete **Account Registration Login Information**

**NOTE:** Keep the information for your records.

The screenshot shows a web form titled "Account Registration: Enter/Confirm Your Account Information". A legend indicates that an asterisk (\*) denotes a required field. The form is divided into two main sections: "Login Information" and "Contact Information".

**Login Information:**

- \* User Name:** A text input field containing "Bass.User123".
- \* E-mail Address:** A text input field containing "testbassuser@gmail.com".
- \* Password:** A text input field with masked characters (dots).
- \* Type Password Again:** A text input field with masked characters (dots).
- \* Enter Security Question:** A text input field containing "SecurityQuestion".
- \* Answer:** A text input field containing "SecurityAnswer".

**Contact Information:**

Choose how to fill in your contact information.

At the bottom of the form, there is a blue button labeled "Add New" with a red arrow pointing to it from the right.

- User Name and Email Address **must be unique** for each user
- Password (8-20 characters)
- Security Question and Answer **are required to reset your password** if needed
- Click **Add New**

### 4. Select **Contact Type** and **Continue**

The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. The text inside the dialog reads: "If you are a licensed professional and will associate your license to this account, please select 'Applicant'. All others, please select 'Contact'." Below the text is a dropdown menu labeled "\* Type:" with "Contact" selected. At the bottom of the dialog are two buttons: "Continue" (in blue) and "Discard Changes" (in light blue).

- Contractors** select Applicant
- All others** select Contact

## 5. Complete required **Contact Information**

The screenshot shows a 'Contact Information' form with the following fields: First (BassUser), Middle (empty), Last (Test), Name of Business (BassUser Test Company), Address Line 1 (123 Main St), City (Viera), State (FL), Zip (32940), Primary Contact Number (3216332070), Secondary Contact Number (empty), and E-mail (testbassuser@gmail.com). At the bottom are buttons for 'Continue', 'Clear', and 'Discard Changes'. A red arrow labeled 'a' points to the 'Continue' button. A pop-up message box at the top right contains the text: 'The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.' with 'Continue' and 'Cancel' buttons. A red arrow labeled 'b' points to the 'Continue' button in the pop-up.

a. Click **Continue**

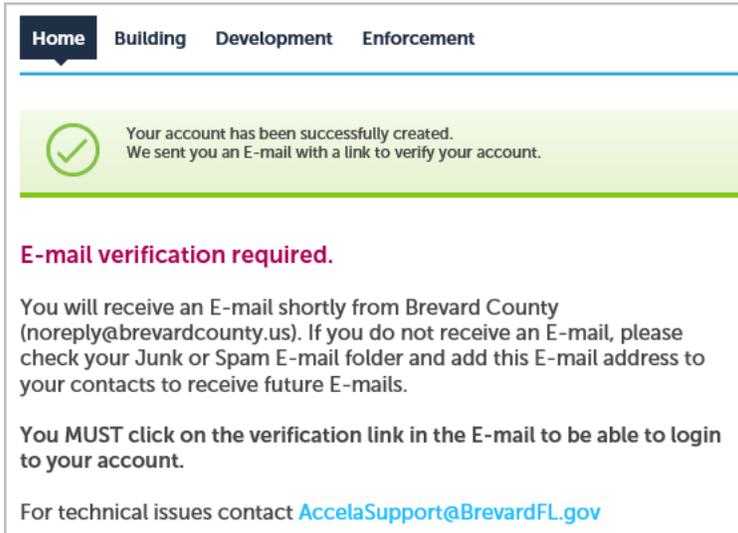
b. Pop-up message box might be at the top of the page. Click **Continue** again.

## 6. Contact added successfully.

**Verify Contact Information** is correct, edit if needed and click **Continue Registration**

The screenshot shows the 'Contact Information' page with a green checkmark and the message: 'Contact added successfully.' Below this, the contact details are listed: BassUser Test, BassUser Test Company, testbassuser@gmail.com, Primary phone: 3216332070, Secondary Phone: 123 Main St, Viera, FL 32940. There are links for 'Edit' and 'Remove'. At the bottom is a blue button labeled 'Continue Registration' with a red arrow pointing to it.

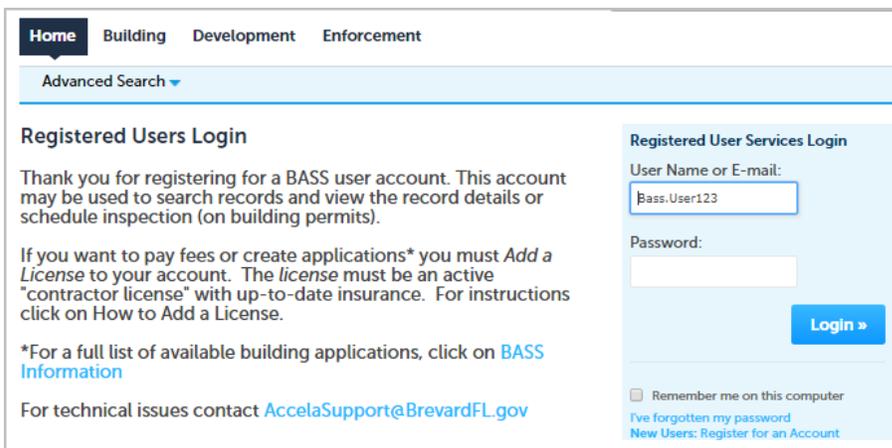
7. Your account has been successfully created; however, **Email Verification is required**. You will receive an email from “noreply@brevardcounty.us” with subject “Your New BASS Account Email Verification”. If you do not receive an email, check your Junk or Spam email folder. Add the email address to your contacts to receive future emails. **You MUST click on verification link in the email to be able to login to your account.** For technical issues contact [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov)



The screenshot shows a navigation bar with 'Home', 'Building', 'Development', and 'Enforcement'. Below it is a green success message: 'Your account has been successfully created. We sent you an E-mail with a link to verify your account.' This is followed by a red heading 'E-mail verification required.' and text explaining that an email from noreply@brevardcounty.us will be sent, and users must click the verification link to login. A contact email [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov) is provided at the bottom.

8. After clicking on the verification email link you will be rerouted to the Login page. You may now **login to schedule inspections** and view records. Your user name will be displayed in the user name field. You will receive an email confirming the registration.

**NOTE:** If you want to **pay fees or create applications you must ADD a License** to your account. The License must be an active Contractor License with up-to-date insurance. For instructions refer to [BASS](#) website under **Helpful Links: How To Add A License.**



The screenshot shows the 'Registered Users Login' page. It includes a navigation bar, an 'Advanced Search' dropdown, and a 'Registered User Services Login' form. The form has fields for 'User Name or E-mail' (containing 'Bass.User123') and 'Password', a 'Login »' button, a 'Remember me on this computer' checkbox, and links for 'I've forgotten my password' and 'New Users: Register for an Account'. A message on the left explains that users must add a license to pay fees or create applications, and provides a link to 'BASS Information' and the contact email [AccelaSupport@BrevardFL.gov](mailto:AccelaSupport@BrevardFL.gov).