

City of Port St. Lucie

Single Sign-on User Guide



**Public Works Ver
October 2019**

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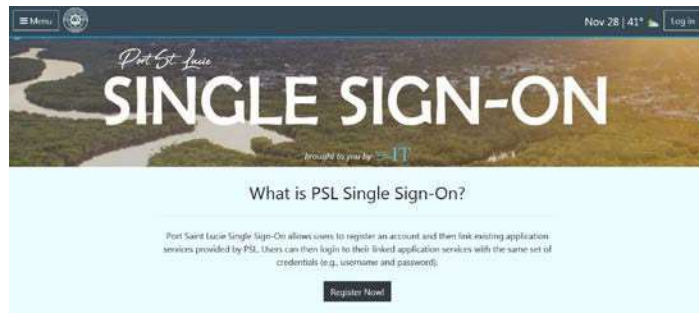


What is PSL Single Sign-On?

- Single Sign On allows users to register an account and link existing application services provided by the City of PSL (ex. Business Tax, Public Works, etc).
- Users can then login to their linked application services with the same set of credentials (e.g., username and password).

How to Register for Online E-Permitting Services

1. First the qualifier must visit the contractor licensing office to sign the online agreement. This must be done in person, onetime.
2. Next, visit <https://reg.cityofpsl.com/>
3. Click on REGISTER NOW!



4. Enter the primary email address, you must be able to access this email to confirm.
5. Create a secure password
6. Click Register

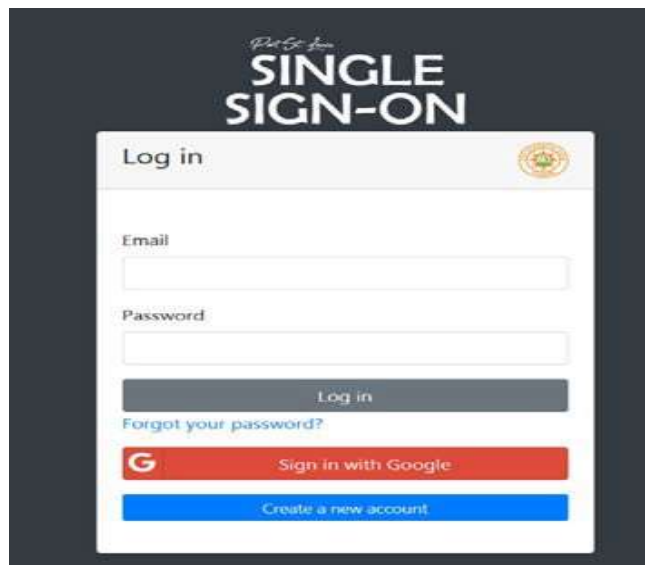
A screenshot of the registration form on the PSL Single Sign-On page. The form is titled 'Register an account' and includes fields for 'Email', 'Password', and 'Confirm password'. Below the fields are two buttons: 'Register' and 'Sign in with Google'.

7. Confirm email address by clicking confirmation link in the email sent to the provided address.
8. You can now login to the Online E-Permitting Portal here – <https://reg.cityofpsl.com>
9. Already registered? Go to page5

How to log into the E-Permitting System, once registered.

1. Click on E-Permitting <https://cobrapublicweb.cityofpsl.com/>

2. You will be directed to here -



3. Use the PRIMARY email and password, click Log In.
4. Please note - For contractor registrations you must first visit contractor licensing to sign the online agreement to utilize our system. Creating an account in the registration system, does not allow you access to the Contractor E-Services Portal until the agreement has been signed. Once you have signed the online agreement, go to page 4 and complete the registration.
5. Click Log In

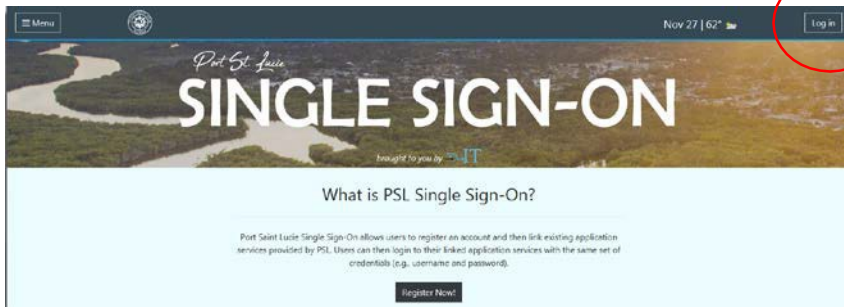
How to Link Two Contractor ID's for use of E-Permitting

If you have two contractor licenses that are registered to pull online permits, you must link them together through the new single sign-on. This will allow a single login for both licenses and allow you to choose which one you are doing work under once you enter the E-permitting portal.

If your attempting to login with your online ID and it is not working, please email Engresidential@cityofpsl.com with your email address and Online Contractor ID numbers. They will let you know which number to login under to begin the linking or you can try both online ID numbers, one of your ID's should work and the other will need to be linked by following the below steps.

1. To link both licenses together you will go to: <https://reg.cityofpsl.com>

2.. Click on Login in the upper right-hand corner.



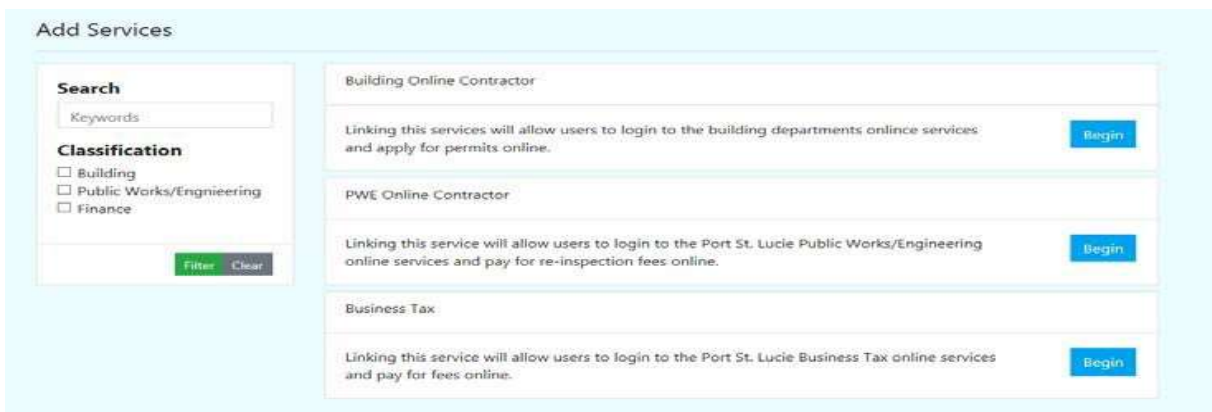
3. Use the Primary email and password to the contractor account that is registered with Contractor Licensing, login to single sign on *See above regarding multiple licenses.

A screenshot of the Single Sign-On login form. The form is titled 'SINGLE SIGN-ON' and 'Log in'. It contains fields for 'Email' and 'Password', a 'Log in' button, a 'Forgot your password?' link, a 'Sign in with Google' button, and a 'Create a new account' button. A red arrow points to the 'Log in' button.

4. Under Add Services, Click on Start Now.



5. Under Public Works/Engineering Online Contractor, click on Begin.



6. In the Agreement section, click Next.



7. Enter your primary email address and online contractor ID number of the unlinked contractor. Click next.

Public Works Engineering - Contractor Registration

Agreement	Information	Review	Complete
-----------	-------------	--------	----------

Email

Online Contractor #

Previous Next

8. Review the information listed, then click Submit.

Public Works Engineering - Contractor Registration

Agreement	Information	Review	Complete
-----------	-------------	--------	----------

Contractor Email ENGRESIDENTIAL@CITYOFPSL.COM

Online Contractor # 39358

Previous Submit

9. You will receive a registration email that will need to be confirmed.

PR Mon 9/23/2019 2:56 PM
 PSL Register <registration@cityofpsl.com>
 PSL Registration - City of PSL Contractor Account Link

To engresidential
 This message was sent with High importance.

Your PSL Online Contractor Id 39358 has been linked with the City of Port Saint Lucie Single Sign On. Please click the following link to confirm your activation: [Confirm](#)

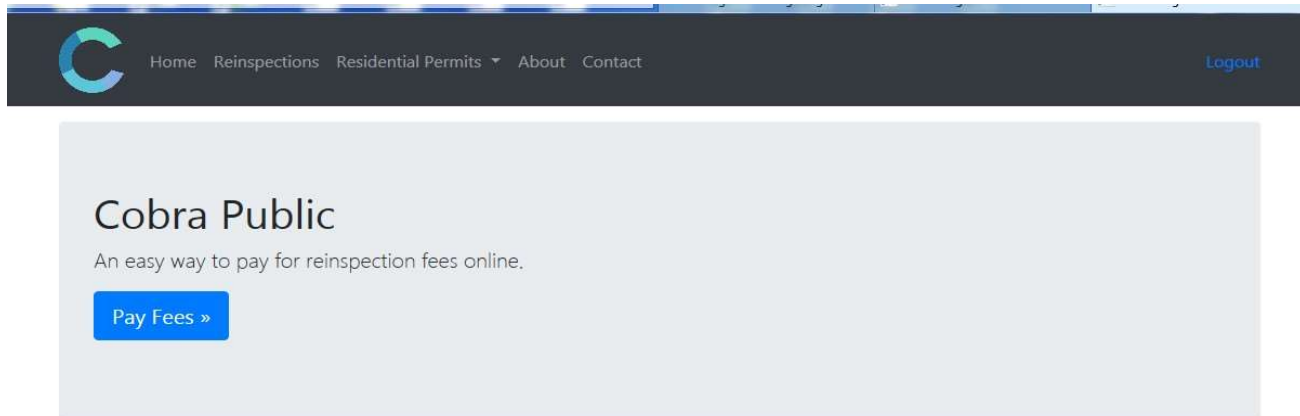
10. Click confirm in the email that is received



How to apply with E-Permitting

1. You have now linked BOTH of your contractor ID's. You will now only need to login to Cobra Public <https://cobrapublicweb.cityofpsl.com/> once and you will be able to toggle between both types of contractors rather than log in, log out, log in, etc.

The Online Contractor Services screen will look like this:



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At the top you will see a Residential Permits tab, click this to select Pool or Lot to apply for a Public Works Permit.

Please contact engresidential@cityofpsl.com if you are having any difficulties or questions concerning this.

2. Fill out all information that is required and upload all documents then click "PayNow".

Residential Permit Application (Lot)

Builder Information

Contractor Key: 39358
 Licensed Name: TEST PUBLIC WORKS
 Email: engresidential@cityofpsl.com
 Phone Number: Required
 Contact Name: Required

Property Information

Lot Type: --- Please Select ---
 Affordable Housing: --- Please Select ---
 Driveway Material: --- Please Select ---
 Additional Driveway: --- Please Select ---
 (Start typing out an address, then select address from the autocomplete!)

Address:
 Lot:
 Block:
 Section / Unit:

Files

Survey (Required): Browse...
 Other Files (Optional): Browse...

Please Sign

I, , intending to be legally bound, hereby certify that the work authorized by the issuance of this permit will be installed in accordance with all applicable Port St. Lucie City Codes of Ordinances and other appropriate permits.

Total Fee: \$0.00
 PAY NOW

3. Once you have submitted all permit applications to be reviewed, you will have the option of choosing which permit application you would like to add to your cart to submit for payment. Please note an application will not be submitted to Public Works until payment is received.

Unpaid Submissions

Lots

Type	Address	Fee	Date Created	Remove From Cart
Submission	121 SW PORT ST LUCIE BLVD	\$540.00	9/27/2019	

Pools

Type	Address	Fee	Date Created	Remove From Cart
Submission	121 SW PORT ST LUCIE BLVD	\$155.00	9/27/2019	

PAY NOW

4. You then will be redirected to the payment screen. Please see below:

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5. Once payment has been received you will receive a confirmation email. Please see below

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6. While your permit applications are under review, you can check online for updates on your submittals. Once the permit is ready for pick-up, an email will be sent

Permit Type	Date Created	Address	RPNumber	Status	Plot Plan Status	Make Adjustment
Lot	9/26/2019	121 SW PORT ST LUCIE BLVD	RP-41946	In Progress	In Progress	RESUBMITTAL
Pool	9/26/2019	121 SW PORT ST LUCIE BLVD	RP-41945	In Progress	In Progress	RESUBMITTAL

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Managing Services

The City of Port St. Lucie Single Sign-On allows users to remove services that have been linked to a Single Sign-On Account.

You can also give access to users to apply for and pay for permits. These tasks can be completed through the Manage Services Portal, as seen below:

Current Services

Here you can view and manage services that are linked to this account.

Account Type	Account #	Status	Date Added		
Building Contractor	9148	<input checked="" type="checkbox"/>	11/15/2018 11:06:14 AM	Manage Users	Unlink
Building Contractor	37091	<input checked="" type="checkbox"/>	11/27/2018 1:23:18 PM	Manage Users	Unlink

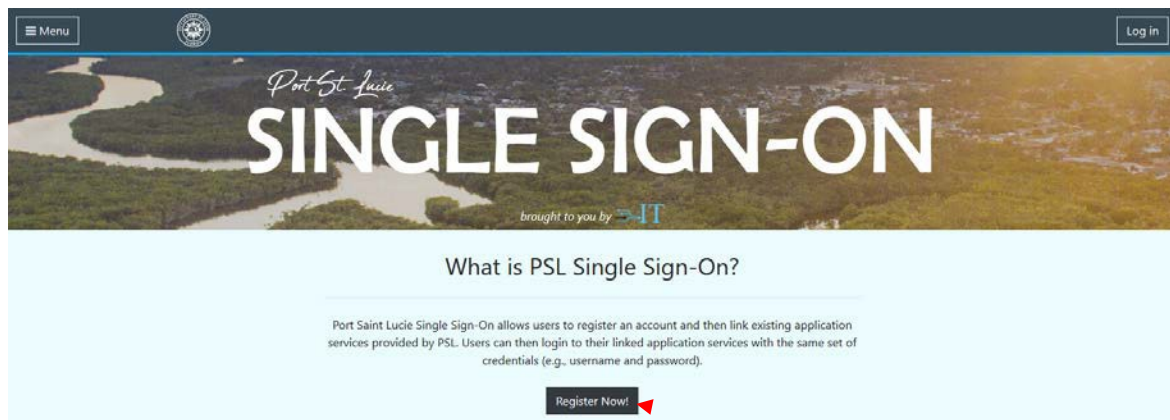
To remove a linked service, simply click the “unlink” button as seen in the image above and then confirm the removal.

To remove a user’s delegation rights, see page 17.

Delegating Tasks

Single Sign On allows the primary user to delegate tasks, such as applying and paying for permits, to their employees. Remember, when applying for permits your username and login, in essence, acts as your signature on permit applications. By delegating these tasks your office staff can apply for permits without signing for the permits. The qualifier will receive notification that there are permits that need approving (signed). Once the qualifier signs/approves the permits, then staff that are delegated to pay for permits can make an online payment to submit the permit for application.

Delegated Staff must create a user account in Single-Sign on. Please have them go to <https://reg.cityofpsl.com/> and click **Register Now!**



Once they have registered with single sign-on and confirmed their email, you can delegate them to a task thru the Manage Services function of Single-Sign On.

Delegating Tasks

The primary holder must sign into single-sign on at <https://reg.cityofpsl.com/>

Click on Manage Services

Commercial Services

Add Services

Linking a new service with your single sign-on will allow access to those online services through this account.

[Start Now!](#)

Manage Services

Manage existing services associated with this user account.

[Manage](#)

Choose Manage Users under the Building Contractor account that you wish to delegate task to.

Current Services

Here you can view and manage services that are linked to this account.

Account Type	Account #	Status	Date Added	
Building Contractor	9148	<input checked="" type="checkbox"/>	11/15/2018 11:06:14 AM	Manage Users Unlink
Building Contractor	37091	<input checked="" type="checkbox"/>	11/27/2018 1:23:18 PM	Manage Users Unlink

Click on the + next to the search field.

Manage Users for Building Contractor: #9148

[+](#) Search...

User Name	Selected Roles
-----------	----------------

Delegating Tasks

Type in the email address of the delegated user. If they have registered, it should populate. Select their email.

Manage Users for Building Contractor: #9148

+ Search...

User Name	Selected Roles	
User Name: tvalure@cityofpsl.com	Selected Roles: Apply for Permits x	
	Apply for Permits	
	Pay for Permits	

Save Cancel

Next click in Selected Roles and select what roles you wish for them to conduct. You can choose one role or both roles. Neither of these roles allow for them to approve and submit permits. Only to apply and pay. The Qualifier is the only user account that has the ability to approve and submit for a permit.

Click Save

Once roles have been saved, you can go back and delete roles at any time by logging into Single-Sign On, then go to Manage Services, then to Manage Users and click on Delete.

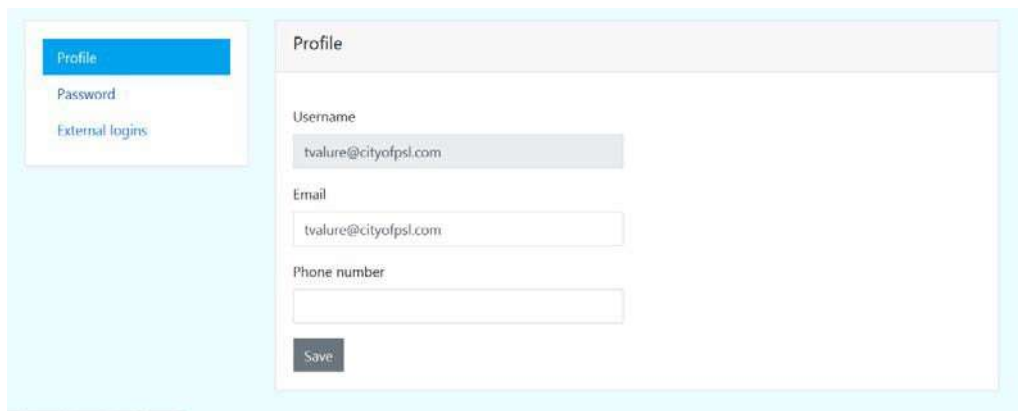
Manage Users for Building Contractor: #9148

+ Search...

User Name	Selected Roles	
tvalure@cityofpsl.com	Apply for Permits, Pay for Permits	Delete

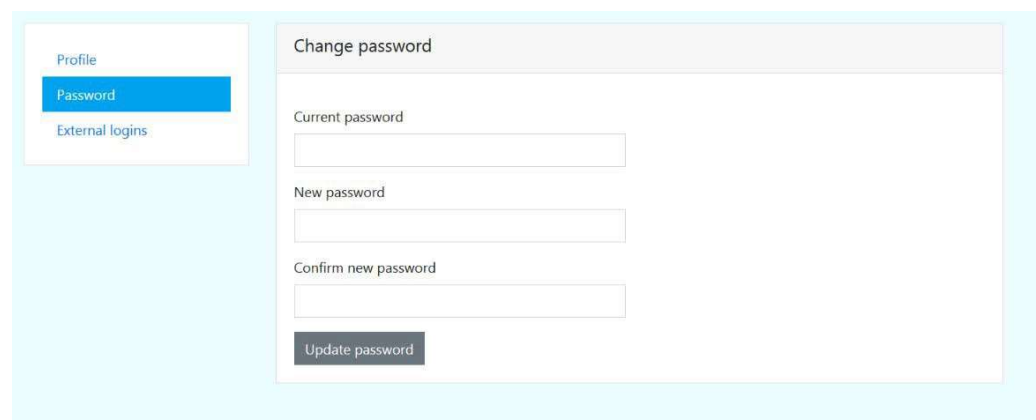
Changing or Updating a Password

- a. Go to <https://reg.cityofpsl.com>
- b. Log in
- c. Click on Menu in the upper left-hand corner.
- d. Click on User Profile



The screenshot shows a web interface with a light blue background. On the left, there is a vertical menu with three items: 'Profile' (highlighted in blue), 'Password', and 'External logins'. The main content area is titled 'Profile' and contains three input fields: 'Username' (with the value 'tvalure@cityofpsl.com'), 'Email' (with the value 'tvalure@cityofpsl.com'), and 'Phone number' (empty). A 'Save' button is located at the bottom of the form.

- e. Select Password



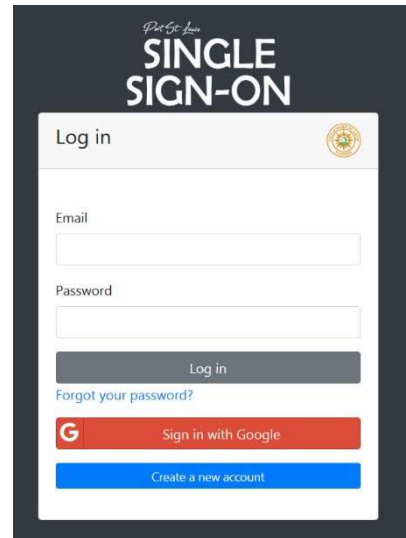
The screenshot shows a web interface with a light blue background. On the left, there is a vertical menu with three items: 'Profile', 'Password' (highlighted in blue), and 'External logins'. The main content area is titled 'Change password' and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. An 'Update password' button is located at the bottom of the form.

- f. Enter current password, then enter your new password, confirm new password. Select update password.

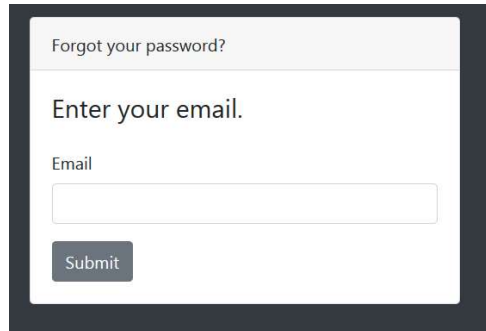
How to Reset a Forgotten Password

1. (Option 1) From the Online E-permitting Single Sign-on screen, click on Forgot your Password.

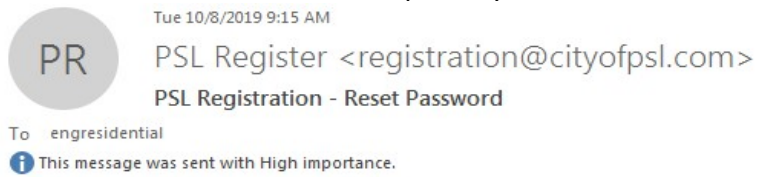
(Option 2) Go to <https://reg.cityofpsl.com>, click on Log In, select Forget your Password.



1. Enter the Primary Email, click submit.

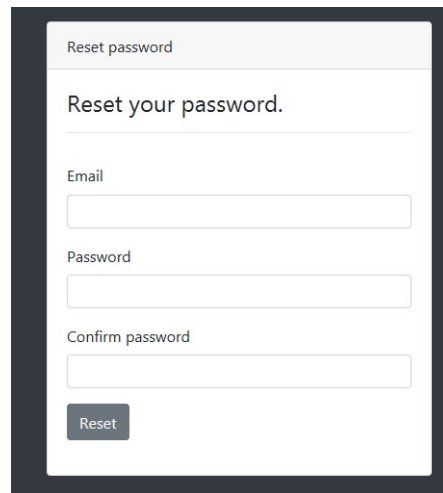


2. You will receive an email to the primary email account with a link to reset.



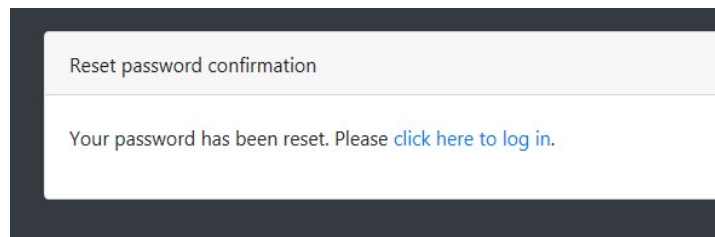
Please reset your password by clicking here: [link](#)

4. Click LINK. Enter the primary email and new password, confirm password. Click RESET.



The screenshot shows a web form titled "Reset password". Below the title is the instruction "Reset your password." followed by three input fields: "Email", "Password", and "Confirm password". A "Reset" button is located at the bottom left of the form area.

5. Login to the E-permitting system at <https://reg.cityofpsl.com>



The screenshot shows a confirmation message box titled "Reset password confirmation". The text inside reads: "Your password has been reset. Please [click here to log in.](#)"