

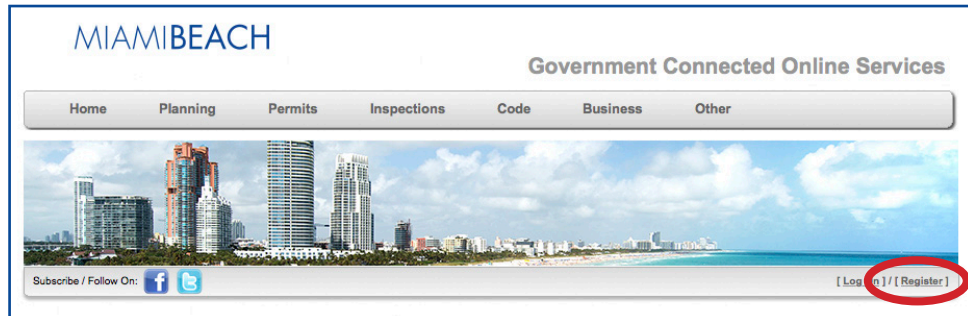
How to REGISTER on MIAMIBEACH Citizen Access Portal (CAP)

How to Register

The CAP can be accessed from the following URL:

<https://eservices.miamibeachfl.gov/EnerGovProd/CitizenAccess/Site/Public/Main>

From the CAP home page, click the Register option located at the bottom right corner of the banner.



On the New Registration page, enter user details and address information in the required fields that are asterisked * on the form. For Address Type, please select MAILING as this is where all correspondence will be mailed.

The screenshot shows the 'New User Registration' form. It is divided into two main sections: 'User Details' and 'Address Fields'.
User Details:
- First Name: John
- Middle Name: Doe
- Last Name: [Redacted]
- Company: [Redacted]
- Reg Phone: 305-555-5555
- Email: myname@yahoo.com
- Confirm Email: myname@yahoo.com
- Password: [Redacted]
- Confirm Password: [Redacted]
- Contact Preference: Email
Address Fields:
- Street Number: 12345
- Street Name: Convention Center
- Suite/Unit: [Redacted]
- Street Type: DR
- Address Type: Mailing Address
- City: Miami Beach
- State: FL
- Zip Code: 33139
- County: [Redacted]
A 'BTW!' icon with an exclamation mark is present, with the text: 'Be sure your phone number is correct so we can contact you!'. A red arrow points to the form from the left.

On the bottom of the screen, enter the Captcha value in the text box provided exactly as it is displayed, then click the Submit button. A confirmation will be sent to the e-mail registered once the account is approved.

The screenshot shows the Captcha verification step. It features a Captcha image of the number '1113' on a building facade. To the right of the image is a 'reCAPTCHA' logo and a text input field. Below the input field is a 'Submit' button. A red arrow points to the Captcha image and text input area from the left.

Exit the application and wait until a confirmation email is received.