

City of Port St. Lucie

Single Sign-on User Guide



Updated 11/20/2018

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Register an Account

Getting started

To make use of all the services the City of Port St. Lucie Single Sign-On has to offer, users must first register an account. This is done by providing an email and password or authorizing with a third party (i.e. Google). Please follow the steps below to complete the registration process.

Navigate to <https://reg.cityofpsl.com/> and then click “Register Now!” button on the main page, as seen in the image below.

What is PSL Single Sign-On?

Port Saint Lucie Single Sign-On allows users to register an account and then link existing application services provided by PSL. Users can then login to their linked application services with the same set of credentials (e.g., username and password).

Register Now!

Registering with an email

1. Enter an email address that you can access.
2. Create a secure password.
3. Click Register.
4. Confirm email address by clicking confirmation link in the email sent to the provided address.



The screenshot shows the 'Register an account' page for the Port Saint Lucie Single Sign-On system. The page title is 'SINGLE SIGN-ON' with the Port Saint Lucie logo above it. The form includes fields for 'Email', 'Password', and 'Confirm password'. Below the form is a 'Register' button and a 'Sign in with Google' button with the Google logo.

Register an Account

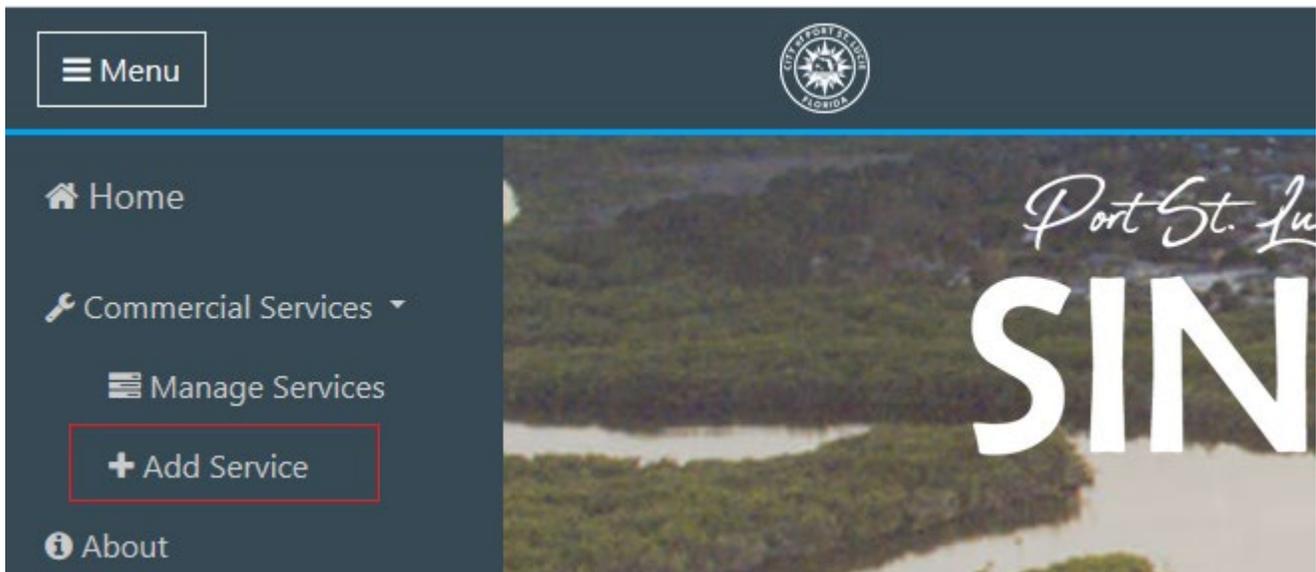
Registering with Google

1. Click the Sign in with Google button
2. Follow the directions provided by Google to select a google account.
3. Once completed with Google, you will be redirected back to the Single Sign-On site and registration will be completed.

Adding Services

Adding Services

Once registration is complete, account holders can add services to their account that will allow them access to various online services provided by City of Port St. Lucie. To begin this process, navigate to the add services page by following clicking Menu -> Commercial Services -> Add Service. This can be seen in the image below.



Finding a Service

The Add Service page is a listing of all the services that can be linked to an account. This listing can be searched by keywords or department classification, which is highlighted on the left-hand side of the image below. Once you have located a service to link, select the "Begin" button of that service on the right side, which is also highlighted in the below image.

Adding Services

Add Services

Search

Classification

- Building
- Public Works/Engineering
- Finance

[Filter](#) [Clear](#)

Building Online Contractor
Linking this services will allow users to login to the building departments online services and apply for permits online. Begin
PWE Online Contractor
Linking this service will allow users to login to the Port St. Lucie Public Works/Engineering online services and pay for re-inspection fees online. Begin
Business Tax
Linking this service will allow users to login to the Port St. Lucie Business Tax online services and pay for fees online. Begin

Completing the Wizard

Adding a service requires the completion of a 4-step wizard. In the following steps we are completing a wizard for Building Online Contractor.

Step 1 – Welcome

Building - Contractor Registration

Agreement Information Review Complete

Welcome to the Registration for Building Department Online Contractor.

Completion of this Wizard will allow access to Panda Online Services.

If you have multiple Online Contractor #s, please complete this wizard for each to add all under your single sign-on account.

[Next](#)

Step 2 – Information

Building - Contractor Registration

Agreement Information Review Complete

Email

Online Contractor #

Previous Next

This step users must provide information related to the service that is being linked. In this example, the email on record with Building department matching the online contractor number must be used; as well as, the online contractor number.

Step 3 – Review

Building - Contractor Registration

Agreement Information Review Complete

Please review your information below before submitting.

Contractor Type: ██████████

Contractor Email: ██████████

Online Contractor #: █████

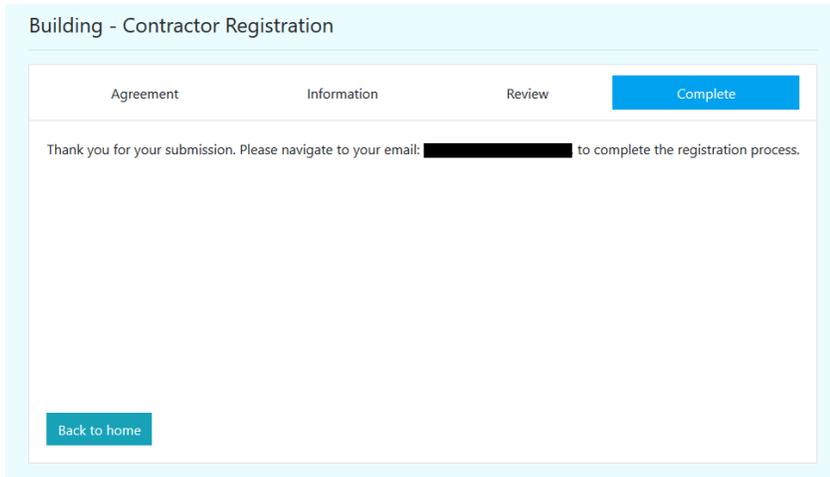
Online Contractor Agreement Completed: Yes

Previous Submit

This step will provide the user an opportunity to review and ensure the system information matches.

Adding Services

Step 4 – Confirmation



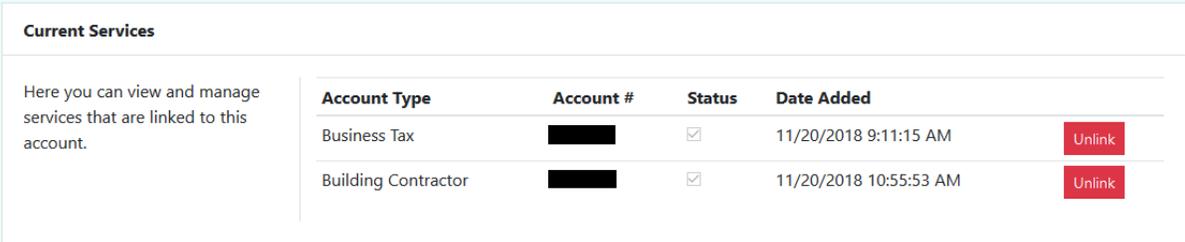
In this step a confirmation email will be sent to the email address provided in step 2 of the wizard process. This confirms the addition of the service and the user will need to navigate to the email address, then click the link in the confirmation email. An example of that email can be seen in the image below.



Once all the steps are completed the user account will have access to the newly linked online services, as well as, a new menu option for that service.

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. This task 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	
Business Tax	██████	<input checked="" type="checkbox"/>	11/20/2018 9:11:15 AM	Unlink
Building Contractor	██████	<input checked="" type="checkbox"/>	11/20/2018 10:55:53 AM	Unlink

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