How to add a License to your BASS User Account

NOTE: In order to add a Contractor License to your account you must be a registered user and provide the necessary documents to Contractor Licensing for approval. See last page for requirements.

BASS Website: www.brevardfl.gov/BASS

For Technical issues contact AccelaSupport@BrevardFL.gov

1. Verify your License Record is active and up-to-date
   Visit BASS website and follow Helpful Links: Verify License. If no record is found, contact Contractor Licensing at contractorlicensing@brevardfl.gov or call (321) 633-2058, option 4, option 6.

2. Login to your account on BASS and click My Account

3. Scroll to the License Information section and click Add a License
4. Select **License Type**, enter **License Number** and click **Find License**

![Image of License Information](image)

5. Click **Connect**

![Image of Adding a License](image)

6. Click **OK** in pop-up message box

  Do you want to associate this license to your account? Click **OK**.

![Image of Pop-up Message](image)
7. Your License is now **pending approval** by the Contractor Licensing staff

A message displays your license number and professional license has been added to your account, pending approval. Under License Information the status will show **Pending**. Approval by Contractor Licensing may take a few days, pending review of required documents and license record. See last page for requirements.

8. Once your **License has been approved**

You will receive an email stating “BASS Account – Your license has been activated for Online Permitting”. Your status will be changed to **Approved** and you will be able to create applications and pay fees.
9. **Required** Registration Documents to add a License

Obtain the required Registration Agreement by visiting the [BASS website](#) and follow *Helpful Links: Contractor Agreement.*

The Email address on the agreement MUST be the same as the online registration. For assistance contact Contractor Licensing at (321) 633-2058, option 4, option 6.

Email notarized agreement and legible copy of driver’s license(s) to contractorlicensing@brevardfl.gov or submit to:

Brevard County Planning & Development
Licensing Regulation & Enforcement
2725 Judge Fran Jamieson Way
Building A, Room 114
Viera, FL 32940

**Faxes are not acceptable!**