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

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

![Register for an Account](image1)

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

![General Disclaimer](image2)
3. Complete Account Registration Login Information

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

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

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

- a. **Contractors** select Applicant
- b. **All others** select Contact
5. Complete required **Contact Information**

![Image of Contact Information form]

- 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**

![Image of Continue Registration button]
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**

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.**