



# TOWNSHIP OF FLORENCE

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## **How to Create a New Portal Account**

<https://florencenj.portal.fasttrackgov.com/Common/ApplicationLinks.aspx>

From the menu bar, a Login button is available when you're not logged in. Click it to access the Login page. From the login page, you'll have the option to Register Now.

Complete all required fields (red asterisks). Additional optional information, like Business Phone, can help expedite application entry within the application.

Note we will send an e-mail verification to the e-mail address entered. You won't be able to complete registration if the e-mail is not valid.

When finished entering your information, click on the Create User button.

An e-mail will be sent to your inbox. Please give it a few minutes to show up and check your junk/spam folders if not appearing.

Once your email is received, click on the verification link within the e-mail. If you don't access the link within 24 hours, it expires. To get a new verification link, return to the portal, click Login, enter your user name and password on the login screen and click Login. The system will prompt you to re-initiate the verification email process.

Once verified, you may use your user name and password to login!