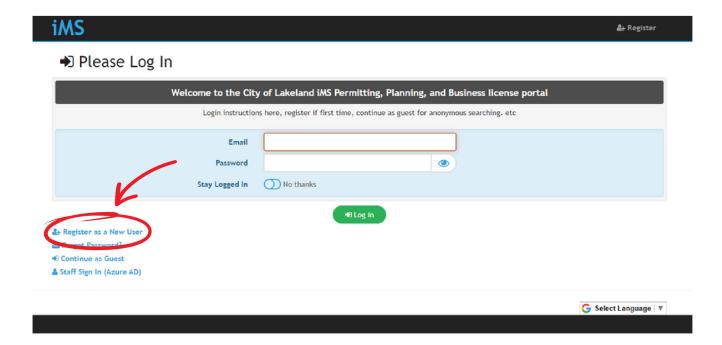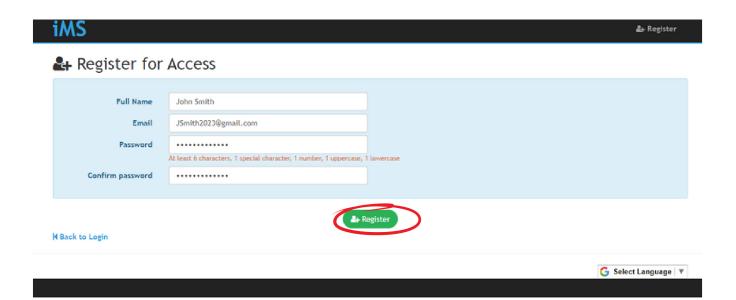**1** **How to register**
Before you begin, please note that most searches are available in iMS with no login. Simply select the search needed, and enter the search criteria. If you need to make a payment, apply for a permit or schedule an inspection, then you will need to login to iMS. Also note that if you register with the email you used for your eTRAKiT account, your previous documents will appear in iMS.

If you are a contractor who has transacted business with the Building Inspection division in the last two years, your account is waiting for you in iMS. If registering with the same email address from your eTRAKiT contractor account, the system will automatically link to your existing profile. If you are a contractor who would like to begin doing business with the Building Inspection division, you will need to register (you can fill out a registration form here). If you are a citizen who needs to apply for a permit, pay for a permit, or to schedule inspections on a permit, then you will need to create a login to iMS. Click the "Register as a New User" link in the bottom left corner.
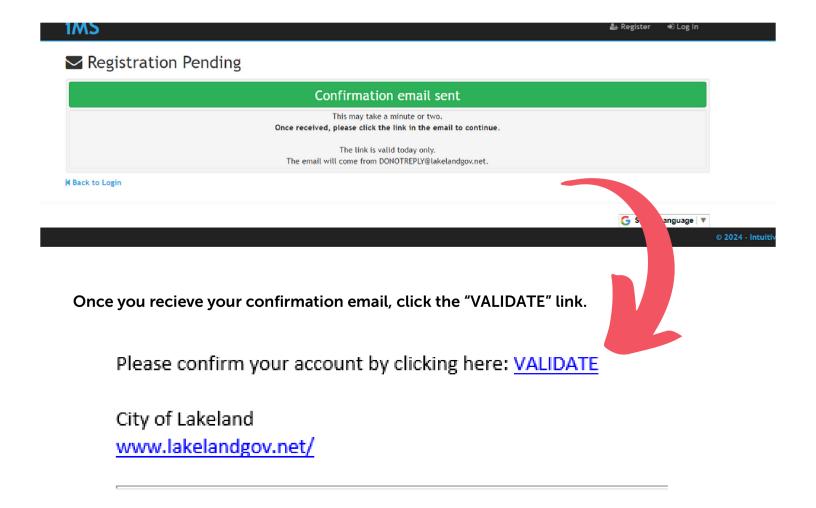
iMS   &+ Register

➡ Please Log In

Welcome to the City of Lakeland iMS Permitting, Planning, and Business license portal

Login instructions here, register if first time, continue as guest for anonymous searching. etc

Email
Password   👁
Stay Logged In   No thanks

➡ Log in

&+ Register as a New User
Forgot Password?
➡ Continue as Guest
& Staff Sign In (Azure AD)

G Select Language ▼

2 Enter your first and last name, email, and your password. Your password must be at least 6 characters, 1 special character, 1 number, 1 uppercase, and 1 lowercase. Once you're done, click "Register."

➕ Register for Access

Full Name	John Smith
Email	JSmith2023@gmail.com
Password	••••••••••••
	At least 6 characters, 1 special character, 1 number, 1 uppercase, 1 lowercase
Confirm password	••••••••••••

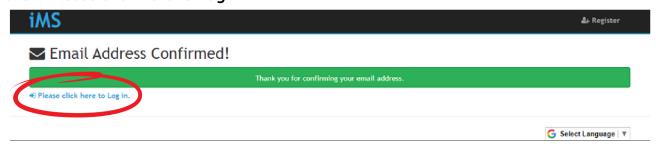➕ Register

◄ Back to Login

G Select Language ▼

3 After you click "Register," iMS will send a validation email that has a link that needs to be clicked. Until that is done, the login won't activate.

If you didn't receive your verification email, please check your spam/junk folders. If the message was still not received, please contact 863-834-4iMS (863-834-4467) for further assistance.

✉ Registration Pending

Confirmation email sent

This may take a minute or two.
Once received, please click the link in the email to continue.

The link is valid today only.
The email will come from DONOTREPLY@lakelandgov.net.

◄ Back to Login

G S... anguage ▼

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Once you recieve your confirmation email, click the "VALIDATE" link.

Please confirm your account by clicking here: VALIDATE

City of Lakeland
www.lakelandgov.net/

The link will take you to this screen. Now your email address is confirmed. To login click "Please click here to Log in."

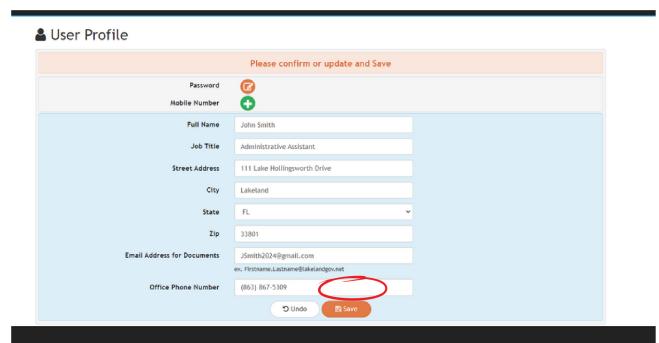**4** **The link will take you to this screen. Log in with your email and password. Click "Login."**

If you forget your password in the future you may click the forgot password link and a new password will be emailed to you. Please save your Log-In name in a safe location for use in the future.

5 **Once you log in, you will be taken to this screen. Enter your Name, Job Title, Address, Email, and Office Phone Number. The address entered here will be used on future applications. Also note that all this information can be updated at any time by clicking your name and going to My Profile. Once done, click "Save."**

Once you hit save, you'll be taken to the homepage. Here is where you can apply for permits, Business Licenses, etc.