Q: How do I register a profile?
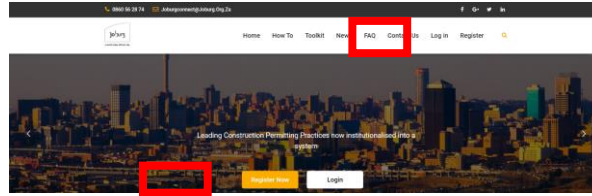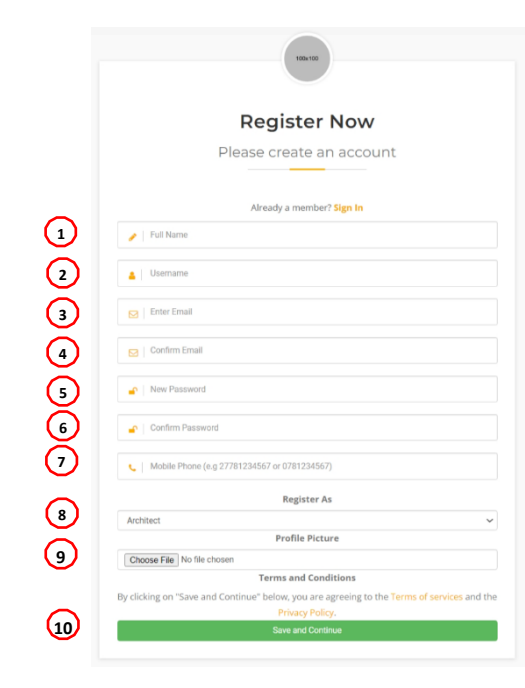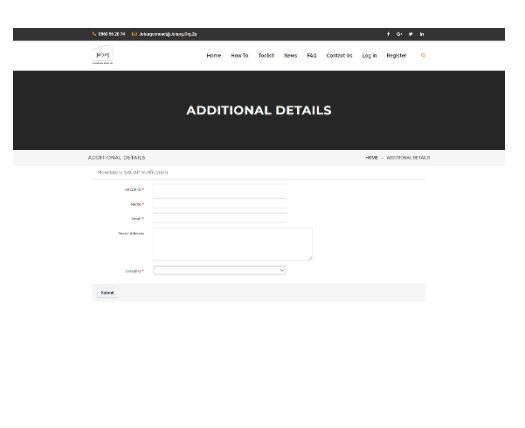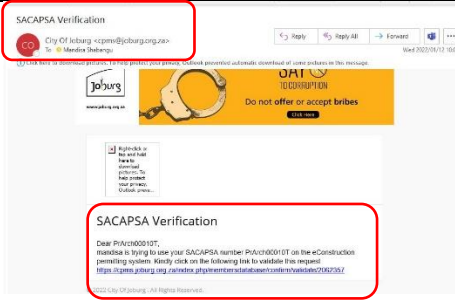
Registered Physical Planners, Architects, Structural Engineers are the only entities allowed to register and submit development proposals on COJ Building Permitting Project. To register for an account, click on "Sign Up"

The below form will display.

What to do	What to see	Important Information
On the form fill in: 1. Full name 2. Username 3. Enter email 4. Confirm email 5. New password 6. Confirm password 7. Mobile phone 8. Click on the "registered as" drop-down field and select the relevant progression 9. *Optional* – click on "choose file" to add your profile photo. 10. Having reviewed our terms and conditions, as well as our privacy policy, please click on "save and continue".		**3.** *Your email address will be used as your username.* **8.** *For **SACAP Verification**, please refer to the next page.* **10.** *You will receive a "Registration successful" message which will prompt you to check your emails where you must verify your email account.*
11. SACAP ID* *(only compulsory for SACAP affiliated professionals)* 12. Name* 13. Enter email* 14. Postal Address 15. Category* 16. Click "submit"		*This screen will display as soon as you click **"Save and Continue"** above.* *This needs to be completed **immediately**. Additional details need to be filled in immediately.* ***SACAP verification is compulsory for SACAP affiliated professionals and** needs to be completed immediately. For all other professionals, the SACAP ID section will not be compulsory.* *Please do not forget to check your email and do the verification immediately as the **validation links expire**.* ***SACAP Professionals** will receive two emails, SACAP Verification **(to be done 1st)** and Account verification.*

17. Click the **"SACAPSA Verification"** link		*Only applicable to SACAP affiliated professionals.*
11. A verification email will be sent to the provided email containing an account verification link. Click on "**verify your account**"		