# Cobra Public Web User Guide





City of Port St Lucie, MIS Department 5/3/2016

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#### <u>Login</u>

Navigate to <u>www.cobrapublicweb.cityofpsl.com</u> in any web browser. Once the site has loaded, a login screen will appear.

C	łome Reinspe	ctions A	About	Contact	
Log in. Use a local	account to log	in.			
Emai	1				
Contractor II					
Password	1				
	Rememb Log in	er me?			
Register as a n	ew user				
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Use the username/password login created with www.register.cityofpsl.com.

*Note*: The login you use for <u>www.pandapublicweb.cityofpsl.com</u> is compatible with <u>www.cobrapublicweb.cityofpsl.com</u>. If you do not have a login, follow this <u>guide</u> to create one using <u>www.register.cityofpsl.com</u>.

#### Pay Fees

Once logged in, click on the Pay Fees button or the Reinspections button at the top navigation

bar.



Next, click the checkbox for each fee you want to pay for. Click Submit.

С	Home	Reinspections	About	Contact		-	Log off
		Permit			Name	Fee (\$)	
		TestPool				5.00	
					Total Fees:	5.00	
Submit <	~_	_					

You will be redirected to a payment page. Fill out the required fields and click *Pay With Your Credit Card.* A receipt will be sent to the email address you provide.

#### Cobra Public

#### **Review Your Order**

Invoice #: P13486 Description: CobraReinspection Total Amount: USD 5.00

« Return to Cobra Public

### Pay With Your Credit Card

Cardholder Name
Credit Card Number
VISA Series 2012 2013 2013 2014



#### Email

A confirmation email will be sent to this address.

Pay With Your Credit Card

If payment was successful, a *Payment Successful* page with information on how to reschedule your reinspection page will appear.



Please Call (772) 871-5177 or email to request a new schedule date.

Thank You!

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