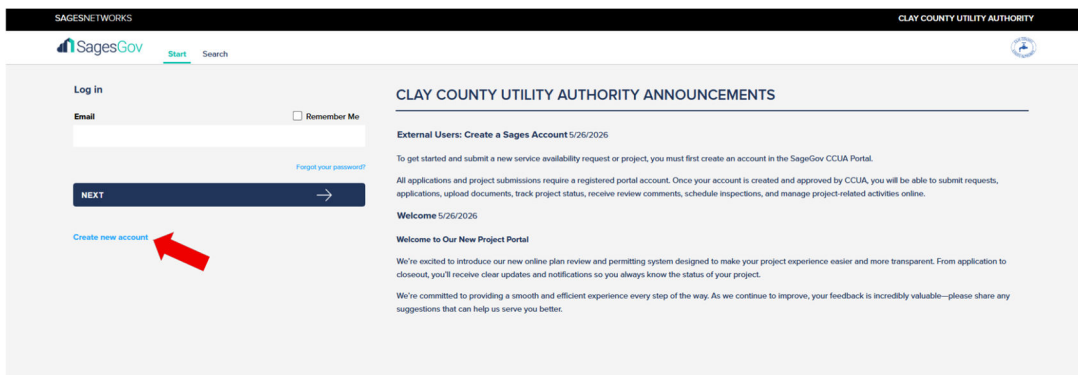


How to Create an Account (Company)

Step 1: Visit our website at clayutility.org and navigate to the CCUA SagesGov site.

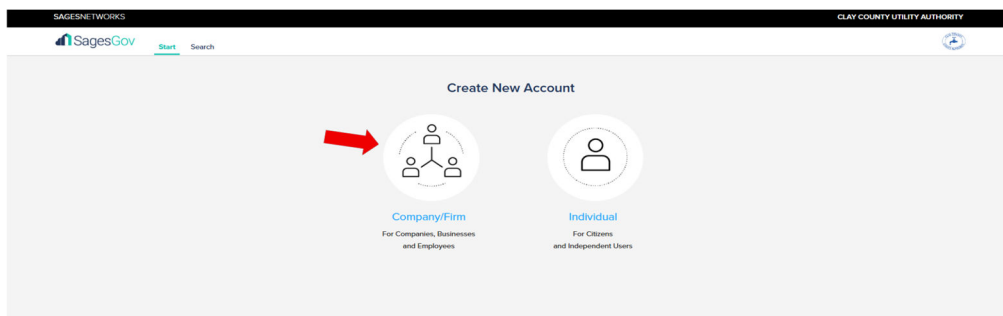
Picture of access from CCUA site

Step 2: Select the Create new account option.



The screenshot shows the SagesGov login page for the Clay County Utility Authority. On the left, there is a 'Log in' section with an email input field, a 'Remember Me' checkbox, a 'Forgot your password?' link, and a 'NEXT' button. Below this, a red arrow points to the 'Create new account' link. On the right, there is a section titled 'CLAY COUNTY UTILITY AUTHORITY ANNOUNCEMENTS' with text about creating an account and a 'Welcome' message.

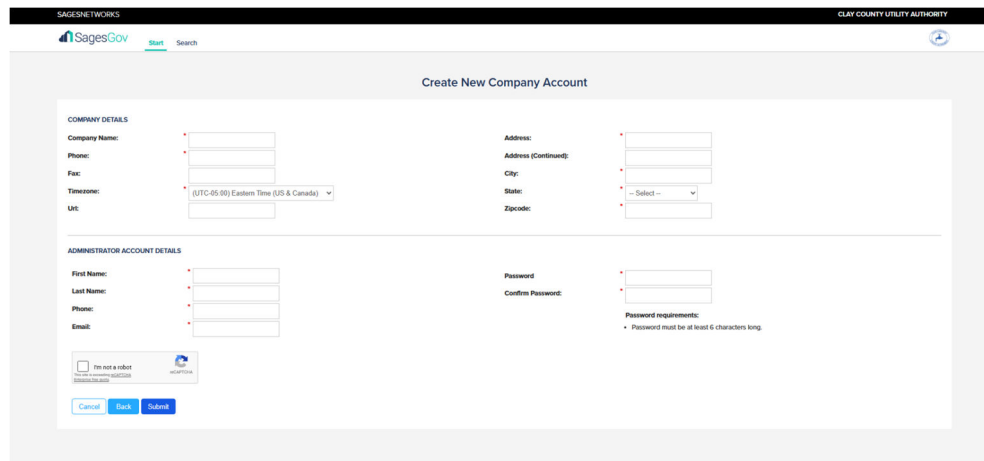
Step 3: Choose the Company/Firm account type.



The screenshot shows the 'Create New Account' page. There are two options: 'Company/Firm' (For Companies, Businesses and Employers) and 'Individual' (For Citizens and Independent Users). A red arrow points to the 'Company/Firm' option.

Step 4:

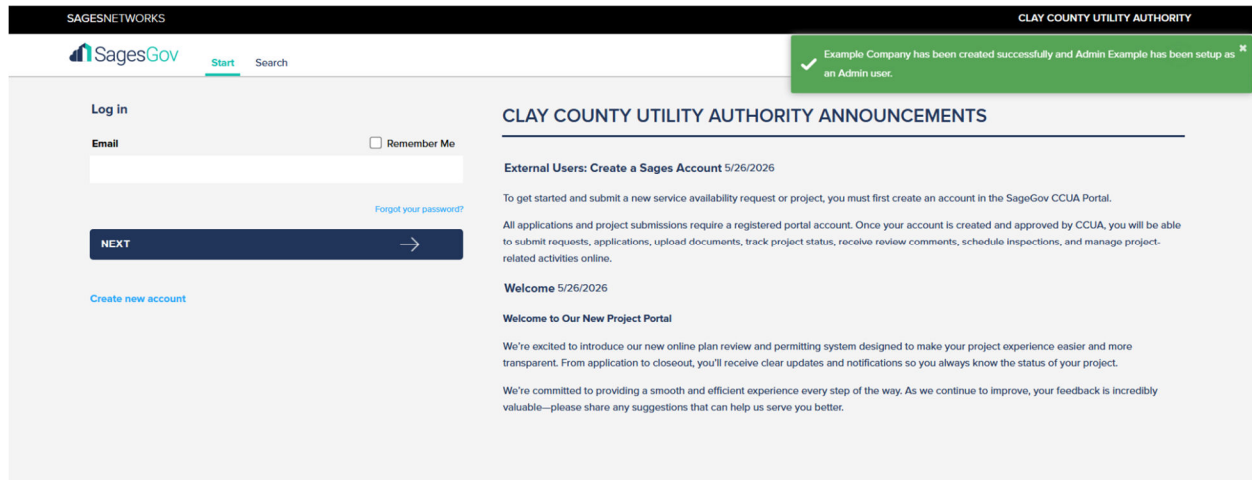
Enter your company and account administrator information in all required fields and complete the captcha verification.



The screenshot shows the 'Create New Company Account' form. It is divided into two main sections: 'COMPANY DETAILS' and 'ADMINISTRATOR ACCOUNT DETAILS'. The 'COMPANY DETAILS' section includes fields for Company Name, Phone, Fax, Timezone (set to (UTC-05:00) Eastern Time (US & Canada)), and Website. The 'ADMINISTRATOR ACCOUNT DETAILS' section includes fields for First Name, Last Name, Phone, Email, Password, and Confirm Password. There is also a 'Password requirements' section stating that the password must be at least 6 characters long. At the bottom, there is a 'I'm not a robot' checkbox and a 'Submit' button.

Step 5:

Select Submit to create the account. You will be brought back to the login screen and a successful account creation message will be displayed.



SAGESNETWORKS

CLAY COUNTY UTILITY AUTHORITY

SagesGov Start Search

Log in

Email ☐ Remember Me

[Forgot your password?](#)

NEXT →

[Create new account](#)

CLAY COUNTY UTILITY AUTHORITY ANNOUNCEMENTS

External Users: Create a Sages Account 5/26/2026

To get started and submit a new service availability request or project, you must first create an account in the SageGov CCUA Portal.

All applications and project submissions require a registered portal account. Once your account is created and approved by CCUA, you will be able to submit requests, applications, upload documents, track project status, resolve review comments, schedule inspections, and manage project-related activities online.

Welcome 5/26/2026

Welcome to Our New Project Portal

We're excited to introduce our new online plan review and permitting system designed to make your project experience easier and more transparent. From application to closeout, you'll receive clear updates and notifications so you always know the status of your project.

We're committed to providing a smooth and efficient experience every step of the way. As we continue to improve, your feedback is incredibly valuable—please share any suggestions that can help us serve you better.

Step 6:

Login using the email and password from the account creation page. Once you accept the Company Terms and Conditions and Company User Terms and Conditions, a CCUA Admin will review the account information. You will be notified once approved and will then have access to your full account.

Already have a SagesGov account? Login on the CCUA SagesGov site and follow the prompts to request access.