How to merge accounts

This guide provides instructions for design professionals with user access to the old Electronic Civil Plan Review System on how to migrate their account to the new JaxEPICS application — https://jaxepics.coj.net/

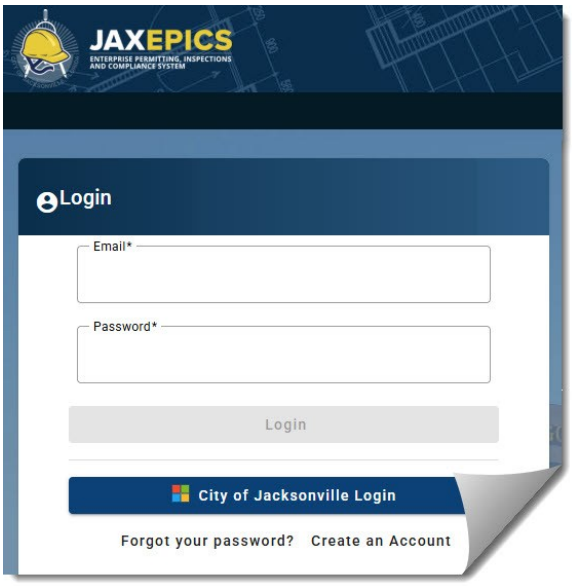
Note: If you already have a JaxEPICS account and your profile displays the "Civil Professional — Active" account status (shown to the right), then your account has already merged/migrated. No further action will be necessary.



To find your company profile, click the **Profile** ( ) icon in the top right corner, then click your company/personal name.

Follow the action items for your unique scenario:

- You have an account in the old Electronic Civil Plan Review System and no account in JaxEPICS, or
- You have an account in the old Electronic Civil Plan Review System and an account in JaxEPICS with a different e-mail address:
  - Action item: Migrate your account into JaxEPICS. Access JaxEPICS and login using your Electronic Civil Plan Review System credentials (e-mail and password). Follow the presented instructions to select your profession and reset your password.
  - Result: The system will merge your Civil account into JaxEPICS.



- You have an account in the old Electronic Civil Plan Review System and an account in JaxEPICS with the same e-mail address, but different password:
  - Action item: Merge your accounts. Access JaxEPICS and login using your Electronic Civil Plan Review System credentials (e-mail and password). Follow the presented instructions to select your profession and reset your password.
  - Result: The system will merge your Civil account with your existing JaxEPICS account.
- You have an account in the old Electronic Civil Plan Review System and an account in JaxEPICS with the same e-mail address, and same password:
  - Action item: Change your password and merge your account. Access JaxEPICS. Log out if you're already logged in. Click **Forgot your password?** in the Login card. In the pop-up, enter your e-mail address associated with your account, then click **Reset**. Access your e-mail inbox, open the e-mail message from JaxEPICS, and follow the instructions to reset your password (you can change it back at a later step).

    After you've reset your JaxEPICS password, log out of JaxEPICS application again. Log in using your old Electronic Civil Plan Review System credentials. Follow the presented instructions to select your profession and reset your password.
  - Result: The system will merge your civil account with your existing JaxEPICS account.
- If you do not have an account in either platform, then send an e-mail message to: ReviewGrp@coj.net

FAQ

Question: Will I still have access to my existing plans from the old civil system and existing permits in the new system?

Answer: Yes, all existing approved and in-progress plans and plats in the old civil system will be migrated to JaxEPICS on February 28, 2026 and associated with your migrated/merged account. Your merged account will also maintain any existing associations with permits already in JaxEPICS.