

HOW TO CREATE AN ACCOUNT ONLINE – CSS




Step 1 – Create an account – click on Sign Up

The screenshot shows the top navigation bar with links for Home, Fee Estimator, Map, Report, Search, Help, and Calendar. Below this is a blue banner for Covid Updates. The main content area is titled 'Welcome' and includes a 'Welcome to Self Service!' message. On the left, there are three service cards: 'Search Permits', 'Search Plans', and 'Search Inspections', each with an icon and a brief description. On the right, there are three sections: 'Not a Member? Register.' with a 'Sign Up' button circled in red, 'Today's Inspections' with a 'View' button, and 'Log In' with a 'Log In' button.

Enter your email address

The screenshot shows the registration page with a navigation bar at the top. The main heading is 'Registration' and the sub-heading is 'Step 1 of 3: Email Address'. Below this, there is a message: 'Your e-mail address is your username.' At the bottom, there is an 'Email' label, an empty input field, and a blue 'Next' button. The input field and the 'Next' button are circled in red.

Check your email, click "Confirm" link to set up your registration.

Home Fee Estimator Map Report Search  Help  Calendar 

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [Next](#)

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

Click "Register" and complete the registration fields.

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email

[Back](#) [Register](#)

When registration is complete log in.