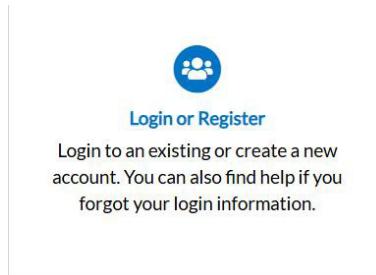


# Citizen Self Service (CSS) Support Guide: Create a Profile Process

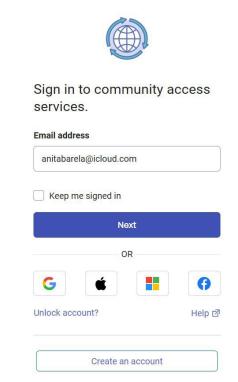
## I. Navigate to CSS Website:

To access our CSS site please click on link: <https://losalamoscountynm-energovpub.tylerhost.net/Apps/SelfService#/home>

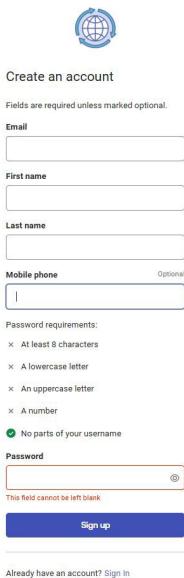
## II. Click the Login or Register tile from the front page:



## III. Scroll down and click the create an account button:



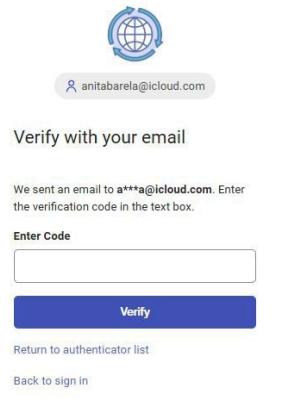
## IV. Click Create an Account:



# Citizen Self Service (CSS) Support Guide: Create a Profile Process

## V. Verify Email:

You will receive an email from Community Access Identity with a verification code. You will have an option to set up a secure access method if you desire. It is not required.



Verify with your email

We sent an email to a\*\*\*a@icloud.com. Enter the verification code in the text box.

Enter Code

Verify

Return to authenticator list

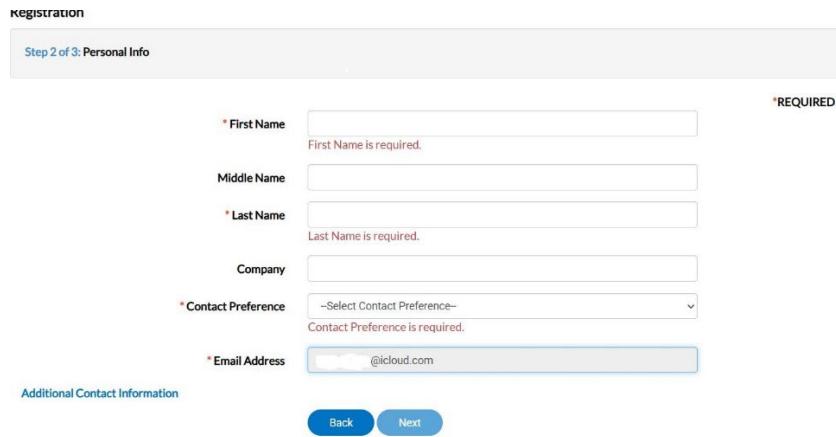
Back to sign in

## VI. Registration

### Step 1 of 2. Acknowledgement

## VII. Fill out Contact Information:

**Step 2 of 3 of registration: Personal Info.** Here select from drop-down menu your contact preference. If you work for a construction or property management company, use your company email address. If you are an Owner of a property or business and would like to receive the notifications including next steps or directions to continue the process use your personal or business email address.



Registration

Step 2 of 3: Personal Info

\*First Name \*REQUIRED  
First Name is required.

Middle Name

\*Last Name \*REQUIRED  
Last Name is required.

Company

\*Contact Preference \*REQUIRED  
-Select Contact Preference-  
Contact Preference is required.

\*Email Address \*REQUIRED  
@icloud.com

Additional Contact Information

Back Next

# Citizen Self Service (CSS) Support Guide: Create a Profile Process

## VIII. Address

### Step 3 of 3 registration: Address

This is where you put your mailing or location address.

[Back to Addresses](#)

Edit Address

Add Address As

Enter Manually

\* Address   
Address is required.

Apartment, suite, unit, floor, (optional)

City

State

Postal Code

## IX. My Account Dashboard

The screenshot shows a dark-themed dashboard with a navigation bar at the top containing links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar is a section titled 'My Account' with four tabs: PERSONAL INFO (selected), ADDRESSES, MY INVOICES, and MY BUSINESSES. Under the PERSONAL INFO tab, there is a sub-section titled 'Personal Info' with a 'REQUIRED' field indicator. The text 'You will be taken to your account information. You may edit your account here.' is displayed below the tabs.

You will be taken to your account information. You may edit your account here.

To see all your account activity, click above on Dashboard.

**You are now registered!**