

**\*\*\*Citizen Self Service Registration instructions\*\*\***

[Link to Citizen Self Service Portal](#)

In the top right corner, click “GUEST”. From the dropdown select, “REGISTER”

**STEP 1:** You will be prompted to enter your email address.

After entering your email address you will receive the following message:

**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.**

Check your email for a "do not reply" email address with the subject “Citizen Self Service User Account Confirmation”.

Please select **confirm** in the email and you will be directed to **Step 2** of the registration process.

**Step 2:** You will be informed that your e-mail address is your username. Select “REGISTER”.

**STEP 3:** Complete the fields located on the screen for “Contact Information”.

Please note: Your password must contain 1 capital letter.

Select “Log-In” and you will be prompted to enter your login information (username and password).

Once you are logged in, your registration is complete.