

# HOW TO REGISTER IN SELF SERVICE (CSS) PORTAL

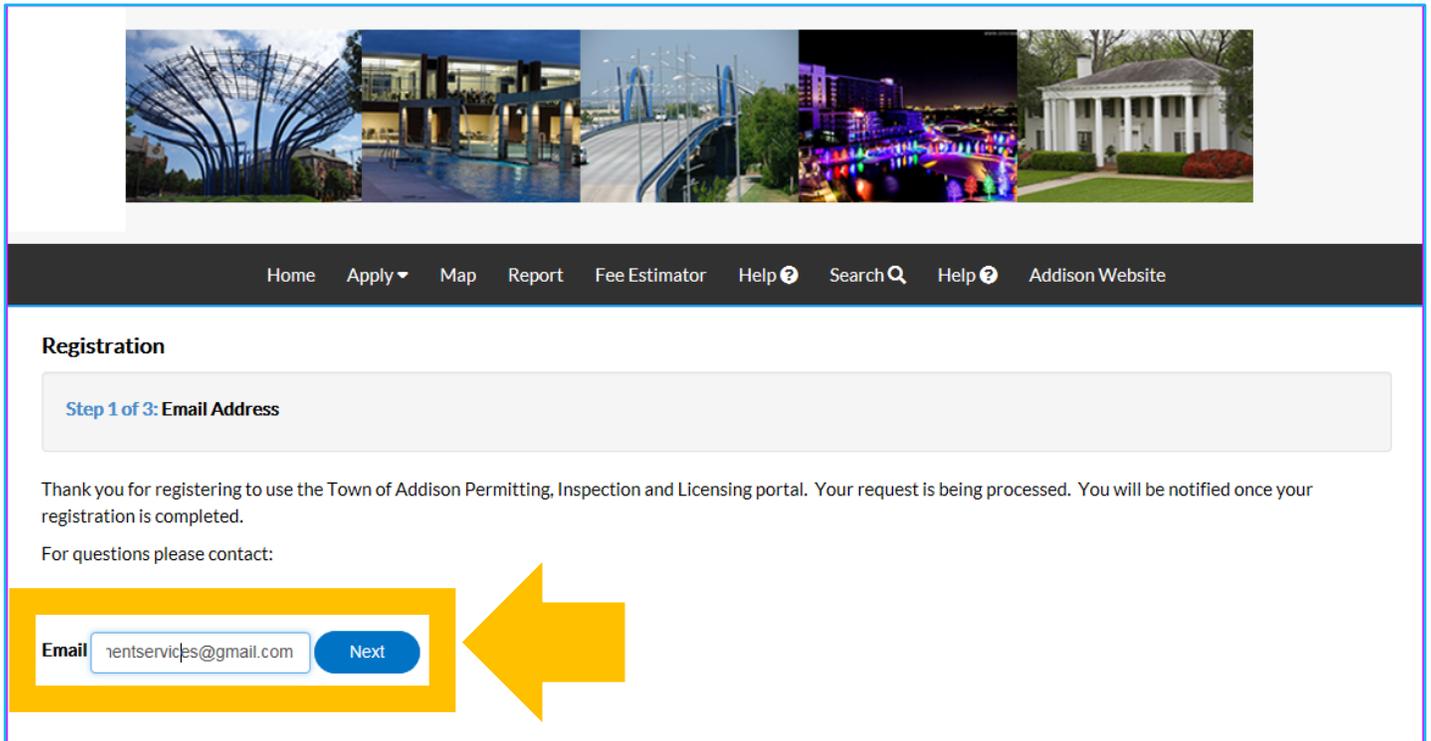
**STEP 1.** FROM THE CSS HOME PAGE, CLICK THE LOGIN OR REGISTER ICON.

The screenshot shows the Addison Self Service Portal home page. At the top left is the Addison logo. A navigation bar contains links for Home, Apply, Map, Report, Fee Estimator, Help, Search, and Addison Website. A blue banner reads "Welcome to our new Self Service Portal! Apply for stuff." Below this is a "Welcome to Self Service" section with six service tiles: "Login or Register" (highlighted with a yellow box and arrow), "Apply", "Pay Invoice", "Request Inspection", "Map", and "Calendar".

**STEP 2.** ON THE LOG IN PAGE, CLICK REGISTER.

The screenshot shows the login page of the Addison Self Service Portal. It features a navigation bar with links for Home, Apply, Map, Report, Fee Estimator, Help, Search, and Addison Website. Below the navigation bar is a "Log In" section with a dotted-line box around the heading. There are input fields for "Username" and "Password", a "Remember Me" checkbox, and two buttons: "Log In" and "Register" (highlighted with a yellow box and arrow). Links for "Forgot your password?" and "Switch jurisdiction?" are located below the buttons.

### STEP 3. ENTER YOUR EMAIL ADDRESS AND CLICK NEXT.



Home Apply Map Report Fee Estimator Help Search Help Addison Website

#### Registration

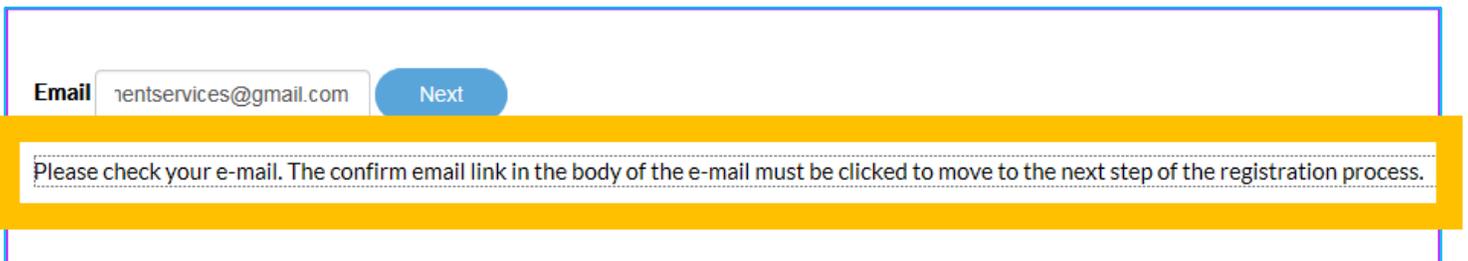
Step 1 of 3: Email Address

Thank you for registering to use the Town of Addison Permitting, Inspection and Licensing portal. Your request is being processed. You will be notified once your registration is completed.

For questions please contact:

Email nentservices@gmail.com Next

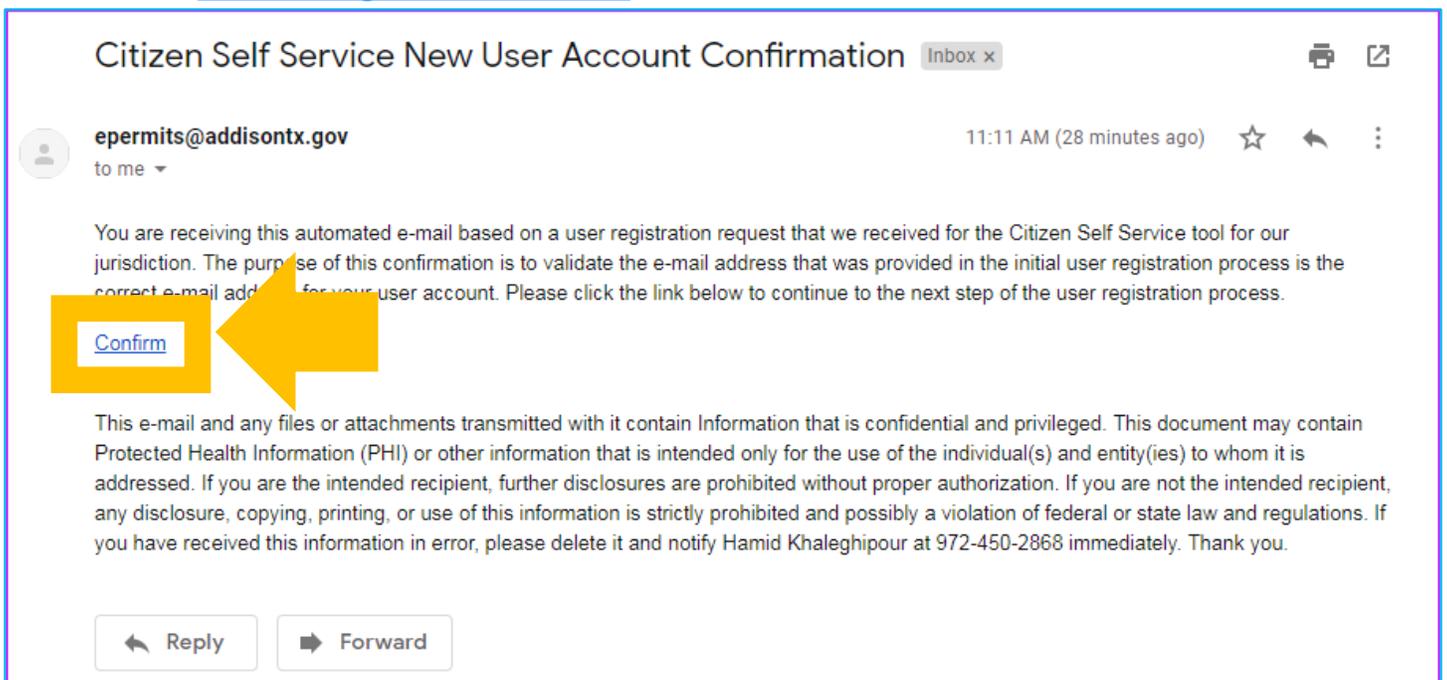
### STEP 4. YOU WILL BE PROMPTED TO CHECK YOUR EMAIL FOR THE CONFIRMATION LINK.



Email nentservices@gmail.com 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.

### STEP 5. CHECK YOUR EMAIL. YOU SHOULD HAVE RECEIVED AN EMAIL FROM [EPERMITS@ADDISONTX.GOV](mailto:EPERMITS@ADDISONTX.GOV). CLICK CONFIRM.



Citizen Self Service New User Account Confirmation Inbox x

epermits@addisontx.gov 11:11 AM (28 minutes ago)

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

This e-mail and any files or attachments transmitted with it contain Information that is confidential and privileged. This document may contain Protected Health Information (PHI) or other information that is intended only for the use of the individual(s) and entity(ies) to whom it is addressed. If you are the intended recipient, further disclosures are prohibited without proper authorization. If you are not the intended recipient, any disclosure, copying, printing, or use of this information is strictly prohibited and possibly a violation of federal or state law and regulations. If you have received this information in error, please delete it and notify Hamid Khaleghipour at 972-450-2868 immediately. Thank you.

Reply Forward

**STEP 6.** YOU WILL BE REDIRECTED BACK TO THE CSS PORTAL. CLICK REGISTER.



Home Apply ▾ Map Report Fee Estimator Help ? Search 🔍 Help ? Addison Website

Registration

Step 2 of 3: Email Address

Email addison.developmentservices@gmail.com

Back Register



**STEP 7.** YOU WILL BE PROMPTED TO ENTER YOUR CONTACT INFORMATION. WHILE NOT ALL FIELDS ARE REQUIRED, WE ENCOURAGE YOU TO PROVIDE AS MUCH ADDITIONAL

Registration

Step 3 of 3: Contact Information

PERSONAL INFO \*REQUIRED

I'm not a robot  reCAPTCHA Privacy - Terms

\* Username AddisonDS

\* First Name Leslie

Middle Name

\* Last Name Knope

Company Town of Addison Development Services

Business Phone 972-450-2880

Home Phone

Mobile Phone 972-450-2823

Fax 972-450-2837

Other Phone

\* Email Address addison.developmentservices@gmail.com

\* Contact Preference Email ▾



**STEP 8.** CREATE AND CONFIRM YOUR PASSWORD. YOUR PASSWORD MUST BE AT LEAST 8 CHARACTERS LONG WITH AT LEAST ONE LOWER CASE LETTER, ONE UPPER CASE

**PASSWORD**

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

Strong

\* Confirm Password

**STEP 9.** ENTER YOU ADDRESS INFORMATION. AGAIN, WHILE NOT ALL FIELDS ARE REQUIRED, WE ENCOURAGE YOU TO PROVIDE AS MUCH INFORMATION AS POSSIBLE. DOUBLE CHECK ALL THE ENTERED INFORMATION AND CLICK **SUBMIT**.

**ADDRESS**

Country Type

Enter Address **LEAVE BLANK**

\* Street Number or PO Box

Pre Direction

Street Name

Post Direction

\* City

State

\* Postal Code

County

Unit or Suite

\* Address Type

**STEP 10.** YOU WILL ARRIVE AT A CONFIRMATION PAGE. IN ORDER TO PROCEED WITH PERMIT OR PLAN APPLICATION, PLEASE LOG INTO YOUR NEWLY CREATED ACCOUNT.

Home Apply Map Fee Estimator Calendar Search Addison Website

**Thank you for registering**

Thank you for registering for an account. Your account is now active and ready to be used.