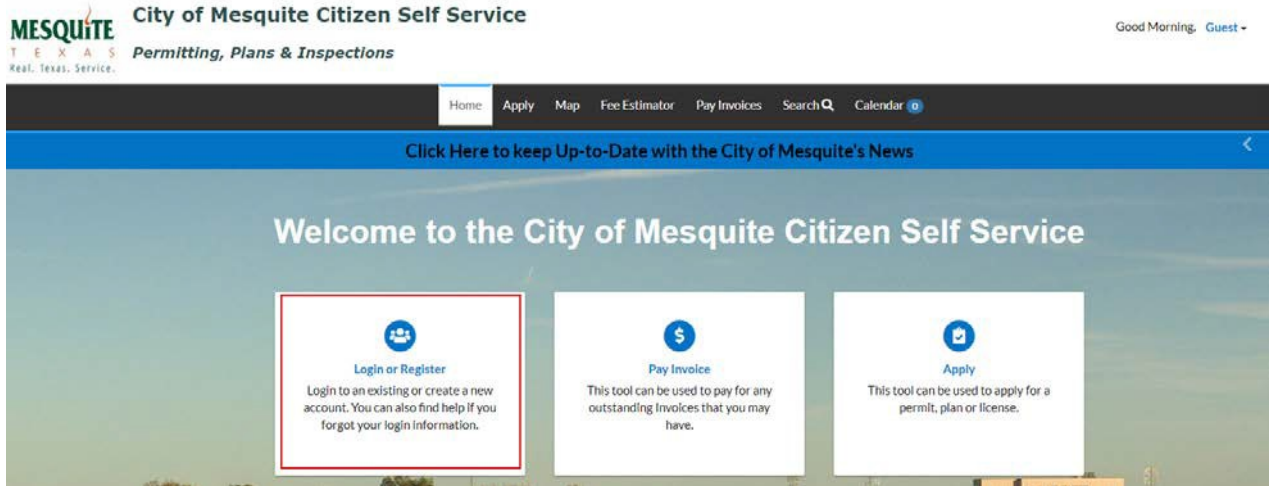


# Register on CSS – Citizen Self Service

## HOW TO REGISTER

1. Access the CSS website by going to [energov.cityofmesquite.com](http://energov.cityofmesquite.com)
2. Click the **Login or Register** tile located in the first position on the first rows of tiles.



3. Click the **Register Here** option at the bottom of the Log In screen.

### Log In

\* Username

\* Password

Remember Me

[Log In](#)

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
[Don't have an account yet? Register Here](#)

4. Click the Checkbox to the left of – **Please Acknowledge that the information entered is correct and valid.**
5. Enter a valid **email address**, and click **Next**
  - a. This will generate an email to the email address entered.

### Registration

Step 1 of 4: Email Address

Please see in the following information and verify that it is correct and valid.

Please Acknowledge that the information entered is correct and valid.

Email  [Next](#)

## 6. Once you have received the email, Click **Confirm**

Citizen Self Service New User Account Confirmation Inbox x



noreply-energov@cityofmesquite.com  
to me ▾

Fri, Sep 20, 7:41 AM ☆ ↶ ⋮

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](#)

7. Enter a **Username** to be utilized for logging into CSS (*Note: The username can be your email address.*)
8. Enter a **Password** and **Confirm the Password** (*Note: The password must be at least 10 characters = 8 characters have to be letters with 1 being a capital letter, one (1) number, and one (1) special character (. \* ! #) Example: Testpass02!*)
9. Click **Next**

### Registration

Step 2 of 4: Login information

\* Username

\* Password

Strong

\* Confirm Password

Email

Back Next

10. Enter all required fields. (*Note: These fields are marked by a red asterisk (\*)*)
11. Click **Next**

## Registration

Step 3 of 4: Personal Info

\*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

\* Contact Preference

\* Email Address

Additional Contact Information

Back

Next

## 12. Enter your address, and Click Submit

### Registration

Step 4 of 4: Address

\*REQUIRED

Country Type

\* Street Number

Pre Direction

Street Name

Unit Or Suite

City

State

Postal Code

County

\* Address Type

Back Submit

You have Successfully re-registered for your CSS account and will be redirected your **Dashboard**.

**VIOUS CAP USERS - PLEASE CLICK HERE TO LEARN HOW TO VALIDATE YOUR ACCOUNT**

**My Permits**

<p><b>Attention</b></p> <p><b>9</b></p> <table border="0"> <tr><td>Building-Residentia...</td><td>2</td></tr> <tr><td>Engineering</td><td>2</td></tr> <tr><td>Other</td><td>5</td></tr> </table>	Building-Residentia...	2	Engineering	2	Other	5	<p><b>Pending</b></p> <p><b>0</b></p>	<p><b>Active</b></p> <p><b>3</b></p> <table border="0"> <tr><td>Building-Residentia...</td><td>2</td></tr> <tr><td>Other Permits</td><td>1</td></tr> </table>	Building-Residentia...	2	Other Permits	1	<p><b>Draft</b></p> <p><b>0</b></p>	<p><b>Recent</b></p> <p><b>0</b></p>
Building-Residentia...	2													
Engineering	2													
Other	5													
Building-Residentia...	2													
Other Permits	1													

[View My Permits](#)

**My Plans**

<p><b>Attention</b></p> <p><b>0</b></p>	<p><b>Pending</b></p> <p><b>0</b></p>	<p><b>Active</b></p> <p><b>0</b></p>	<p><b>Draft</b></p> <p><b>0</b></p>	<p><b>Recent</b></p> <p><b>0</b></p>
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[View My Plans](#)

**My Inspections**

<p><b>Requested</b></p> <p><b>0</b></p>	<p><b>Scheduled</b></p> <p><b>0</b></p>	<p><b>Closed</b></p> <p><b>1</b></p> <table border="0"> <tr><td>Fire Acceptance...</td><td>1</td></tr> </table>	Fire Acceptance...	1
Fire Acceptance...	1			

[View My Inspections](#)

**My Invoices**

Current	0	\$0.00	<a href="#">Add To Cart</a>
Past Due	0	\$0.00	<a href="#">Add To Cart</a>
<b>Total</b>	<b>0</b>	<b>\$0.00</b>	<a href="#">Add To Cart</a>

[View My Invoices](#)

**My Licenses**

<p><b>Expires in</b></p> <p><b>358</b></p> <table border="0"> <tr><td>Melissa</td></tr> <tr><td>No. HO-002300-2017</td></tr> </table>	Melissa	No. HO-002300-2017	<p><b>Draft</b></p> <p><b>0</b></p>
Melissa			
No. HO-002300-2017			