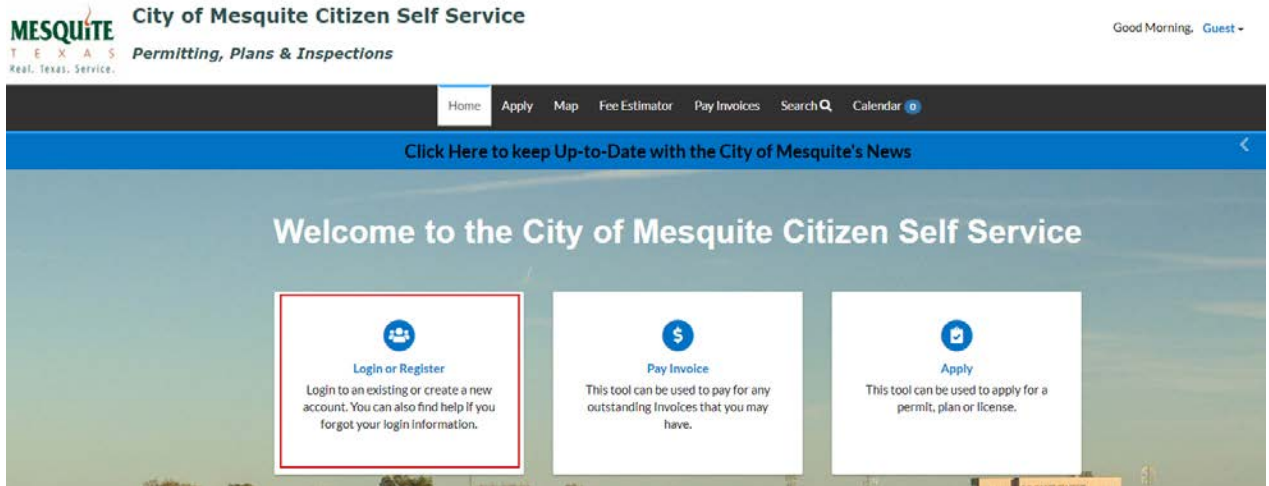


# Validate your CAP Account on CSS – Citizen Self Service

## HOW TO VALIDATE YOUR CAP ACCOUNT

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.

The screenshot shows a 'Log In' form. It has two input fields: '\* Username' and '\* Password'. Below the password field is a 'Remember Me' checkbox. A blue 'Log In' button is positioned below the form. At the bottom of the form, there are three links: 'Forgot your password? Reset it', 'Forgot your username? Email it', and 'Don't have an account yet? Register Here'. The 'Register Here' link is highlighted with a red border.

4. Click the Checkbox to the left of – **Please Acknowledge that the information entered is correct and valid.**
5. Enter the **email address used to log in to CAP** (Citizen Access Portal), and click **Next**
  - a. This will generate an email to the email address entered.

### Registration

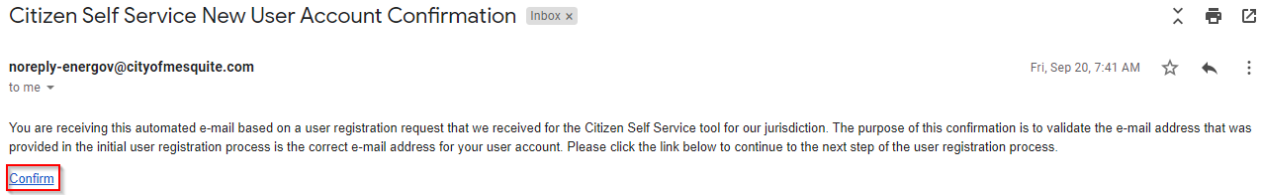
The screenshot shows the first step of a registration process. It is titled 'Step 1 of 4: Email Address'. There is a text input field for the email address, which contains the text 'mj@davis@cityofmesquit.cc'. To the right of the input field is a blue 'Next' button.

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

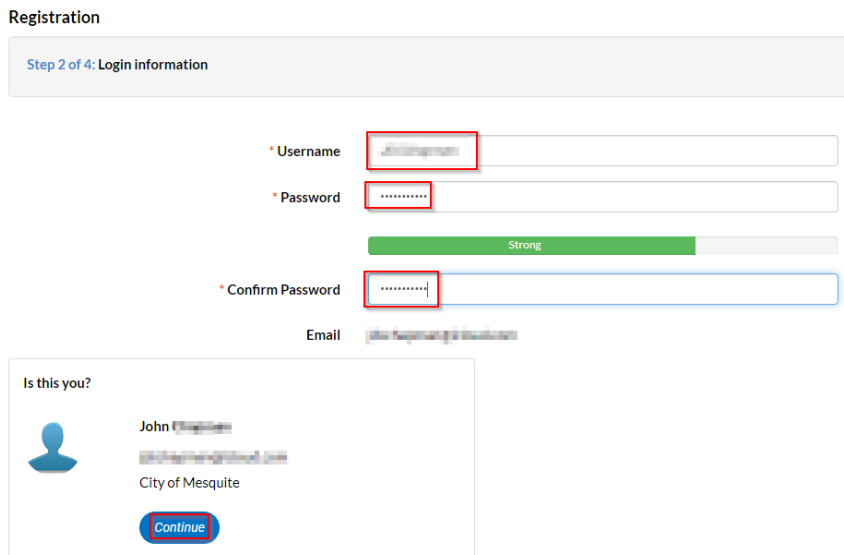
Please Acknowledge that the information entered is correct and valid.

Email

6. Once you have received the email, Click **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 **Continue** in the bottom of the *Is this you?* Box on the left-hand side



- 10. Verify that all information is correct for any 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

## 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

You've Successfully validated your Account for CSS and will be redirected your **Dashboard**.

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

**My Permits**

<b>Attention</b> <span style="font-size: 24pt; color: red;">9</span>	<b>Pending</b> <span style="font-size: 24pt;">0</span>	<b>Active</b> <span style="font-size: 24pt; color: blue;">3</span>	<b>Draft</b> <span style="font-size: 24pt;">0</span>	<b>Recent</b> <span style="font-size: 24pt;">0</span>										
<table border="0"> <tr><td>Building-Residentia...</td><td style="text-align: right;">2</td></tr> <tr><td>Engineering</td><td style="text-align: right;">2</td></tr> <tr><td>Other</td><td style="text-align: right;">5</td></tr> </table>	Building-Residentia...	2	Engineering	2	Other	5		<table border="0"> <tr><td>Building-Residentia...</td><td style="text-align: right;">2</td></tr> <tr><td>Other Permits</td><td style="text-align: right;">1</td></tr> </table>	Building-Residentia...	2	Other Permits	1		
Building-Residentia...	2													
Engineering	2													
Other	5													
Building-Residentia...	2													
Other Permits	1													

[View My Permits](#)

**My Plans**

<b>Attention</b> <span style="font-size: 24pt; color: red;">0</span>	<b>Pending</b> <span style="font-size: 24pt;">0</span>	<b>Active</b> <span style="font-size: 24pt;">0</span>	<b>Draft</b> <span style="font-size: 24pt;">0</span>	<b>Recent</b> <span style="font-size: 24pt;">0</span>
---	---	--	---	--

[View My Plans](#)

**My Inspections**

<b>Requested</b> <span style="font-size: 24pt; color: red;">0</span>	<b>Scheduled</b> <span style="font-size: 24pt;">0</span>	<b>Closed</b> <span style="font-size: 24pt; color: blue;">1</span>		
		<table border="0"> <tr><td>Fire Acceptance...</td><td style="text-align: right;">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**

<b>Expires in</b> <span style="font-size: 24pt; color: blue;">358</span>	<b>Draft</b> <span style="font-size: 24pt;">0</span>		
<table border="0"> <tr><td>Melissa</td></tr> <tr><td>No. HO-002300-2017</td></tr> </table>	Melissa	No. HO-002300-2017	
Melissa			
No. HO-002300-2017			