

City of Mesquite

Emergency Contact Information



I. PURPOSE

Having good emergency contact data on file is essential to communicating with the owner/occupants for various reasons such as emergencies, inspections, notifications, etc... In an effort to communicate with you in a timely manner please follow these instructions to update your information.

II. STEP ONE

A. Visit

https://energov.cityofmesquite.com/EnerGovRoot/EnerGov_Prod/CitizenAccess/Site/Account/User/LogOn

B. *Log On* if you already have an account; or *Register* if you do not have an account. ❶

NOTE: If you register for an account you will have to wait for a confirmation email before you will be allowed to log into the system.



III. STEP TWO

A. Select Permits ❷

B. Select Apply ❸



IV. STEP THREE

A. Permit Fields

- 1. Type (drop-down) = Emergency Contacts (4)
- 2. Work Class (drop-down) = Emergency Contacts (5)

Apply for a Permit

Permit Fields

Type	Emergency Contacts (4)	Description	<input type="text"/>
Work Class	Emergency Contacts (5)		

B. Additional Info

- 1. Fill out the information under each tab:
 - a. General Information (6)
 - b. Contact #1 (7)
 - c. Contact #2 (8)
 - d. Contact #3 (9)

Additional Info: (7) (8) (9)

General Information (6)	Contact #1	Contact #2	Contact #3
* Business Name <input type="text"/>	* Business Phone <input type="text"/>		

C. Address to use / Address Search / Address Matches

- 1. Select *New Search* (10)

Address to use

Address	Type	Main
No records to display.		

10 Displaying items 0 - 0 of 0

[New Search](#) [Manual Entry](#)

- 2. Input *Street Number*, *Street Name*, and *Suite/Unit* (if applicable). **11**
- 3. Select *Search*. **12**

Address Search

11 Street Number Suite/Unit

Pre Direction City

Street Name State

Street Type Zip Code

Post Direction County

Address Type

12

- 4. Select address that matches your location. **13**

Address Matches

S	Address
13	Select 1515 N GALLOWAY AVE MESQUITE, TX 75149 DALLAS United States

- 5. Address Type (drop-down) = *Location*. **14**
- 6. Select *Save*. **15**

Address to use

Street Number Suite/Unit

Pre Direction City

Street Name State

Street Type Zip Code

Post Direction

County

Address Type **14**

15

- 7. Select *Submit*. **16**

16

Thank You!