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

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

C. Address to use / Address Search / Address Matches
1. Select *New Search* ⑩

Address to use

Address	Type	Main
No records to display.		

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New Search   **Manual Entry**

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

4. Select address that matches your location. ⑬

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

7. Select *Submit*. ⑯

Thank You!