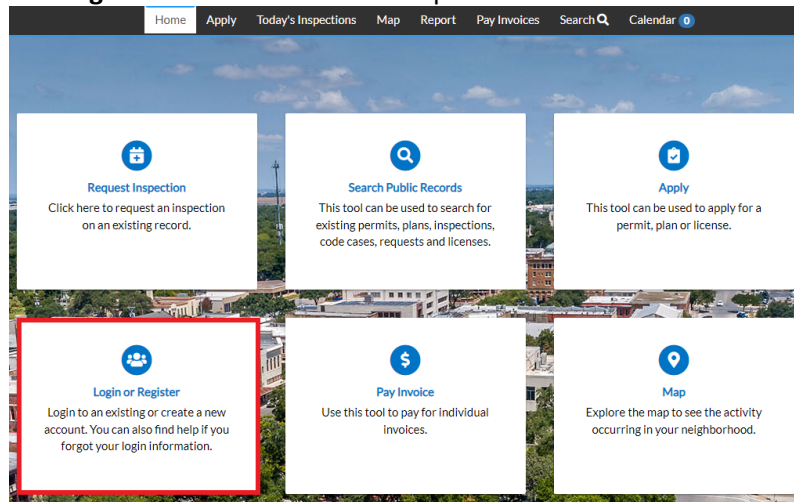


Register on CSS – Citizen Self Service

1. Access the CSS website by going to portal.seguintexas.gov
2. Click the **Login or Register** tile located in the first position on the second row of tiles.



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

A screenshot of the 'Log In' form. The form has a title 'Log In' and contains the following fields: '* Username' (text input), '* Password' (password input), and 'Remember Me' (checkbox). Below the fields is a blue 'Log In' button. 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 a valid **email address**, and click **Next**
 - a. This will generate an email to the email address entered.

Registration

A registration progress bar with a light gray background. It contains the text 'Step 1 of 4: Email Address' in blue.

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**

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 8 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

john@mesquite.com

* Password

.....

Strong

* Confirm Password

.....

Email

john@mesquite.com

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

John

Middle Name

* Last Name

Johnson

Company

City of Mesquite

* Contact Preference

Email

* Email Address

john@mesquite.com

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 to your Dashboard.

Dashboard Home Apply Fee Estimator Pay Invoices Search Q Calendar

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

My Permits

Attention	Pending	Active	Draft	Recent
9	0	3	0	0
Building Residents... 2 Engineering 2 Other 5		Building Residents... 2 Other Permits 1		

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	0	1
		Fire Acceptance... 1

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	0	\$0.00	Add To Cart
Total	0	\$0.00	Add To Cart

[View My Invoices](#)

My Licenses

Expires in 358	Draft 0
Melissa No. HO-00290-2017	