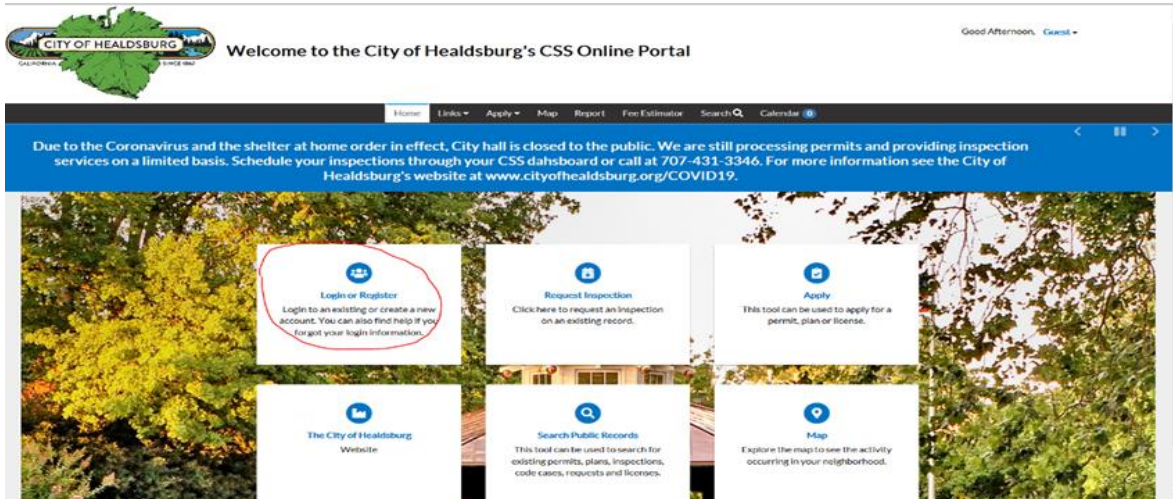


# Register on CSS – Citizen Self Service

## HOW TO REGISTER

1. Access the CSS website by going to <https://healdsburgca-energy.govpub.tylerhost.net/Apps/SelfService#/home>
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 is it 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 must 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

\* First Name

John

Middle Name

\* Last Name

Johnson

Company

City of Mesquite

\* Contact Preference

Email

\* Email Address

john@mesquite.com

\*REQUIRED

Additional Contact Information

Back

Next

**12. Enter your address, and click Submit**

Registration

Step 4 of 4: Address

\*REQUIRED

Country Type	<input type="text" value="US"/>
* Street Number	<input type="text" value="711"/>
Pre Direction	<input type="text" value="N"/>
Street Name	<input type="text" value="Galloway"/>
Unit Or Suite	<input type="text"/>
City	<input type="text" value="Mesquite"/>
State	<input type="text" value="TX"/>
Postal Code	<input type="text" value="75149"/>
County	<input type="text"/>
* Address Type	<input type="text" value="Location"/>

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