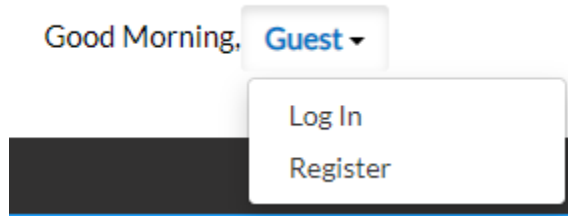


How to register for a CSS account

- **Open** an internet browser (for best results use [Google Chrome](#))
- In the address bar **copy and paste** this link:
 - https://energovweb.spartanburgcounty.org/energov_prod/selfservice/#/home
- In the top right corner **click** the [Guest link](#) as seen below



-
- **Click** [Register](#)
- This will open a page to enter your email address

Registration

Step 1 of 4: Email Address

Email

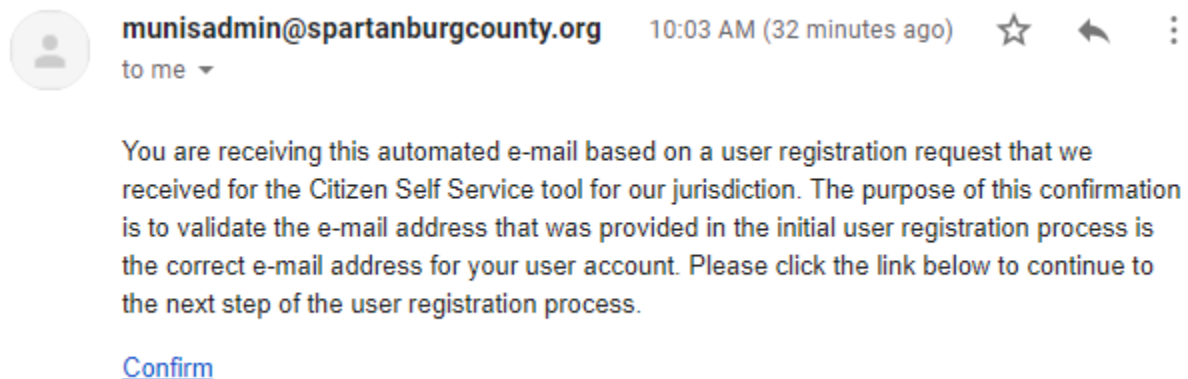
-
- **Fill out** the [Email](#) you wish to use for this registration
- **Click** [Next](#)
- You will receive this message:

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

-
- You will need to **open your email** to continue
- The verification email will come from munisadmin

☰ ☆ munisadmin 2 Citizen Self Service New User Account Confirmation -

-
- **Open** [this email](#), the contents will look like the email below



-
- **Click** the [Confirm link](#)
- This will open the following page

Registration

Step 2 of 4: Login information

*REQUIRED

* Username

* Password

* Confirm Password

Email testspartanburgit@gmail.com


- Enter a Username
- Enter a Password
- Enter the Password again in Confirm Password
- If you are already in the system as a Contact with this email address assigned but haven't yet created a CSS account you will be asked if you would like to link to your Contact information:

Registration

Step 2 of 4: Login information

* Confi

Is this you?



Test IT

testspartanburgit@gmail.co
m

[Continue](#)

- Click Continue
- If there is no Contact currently in the system with your registered email **Click Continue**

- You will enter or verify your contact information on this screen:

Registration

Step 3 of 4: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

- Click Next
- Enter or Confirm your Address Information on this screen

Registration

Step 3 of 3: Address

*REQUIRED

Country Type

* Address Line 1

Address Line 1 is required.

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

* Address Type

- Click Submit
- You have now successfully registered for a CSS account, and can begin applying for permits.