

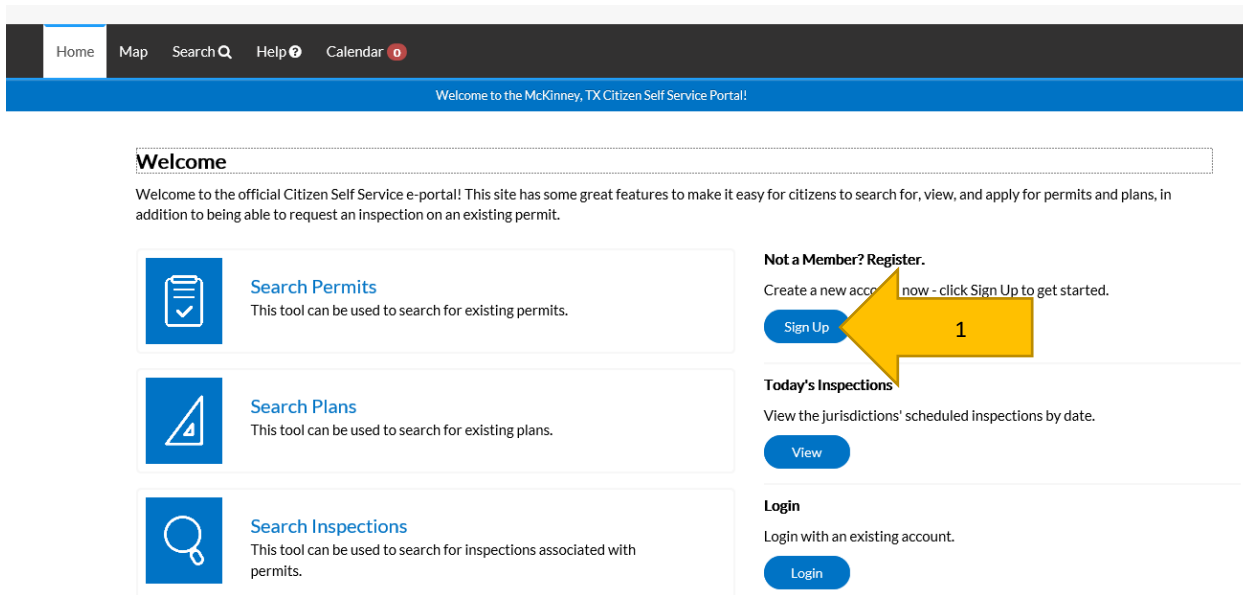
Public Works – Registering in Citizen Self Service (CSS)

How to Register in the Citizen Self Service portal to apply online

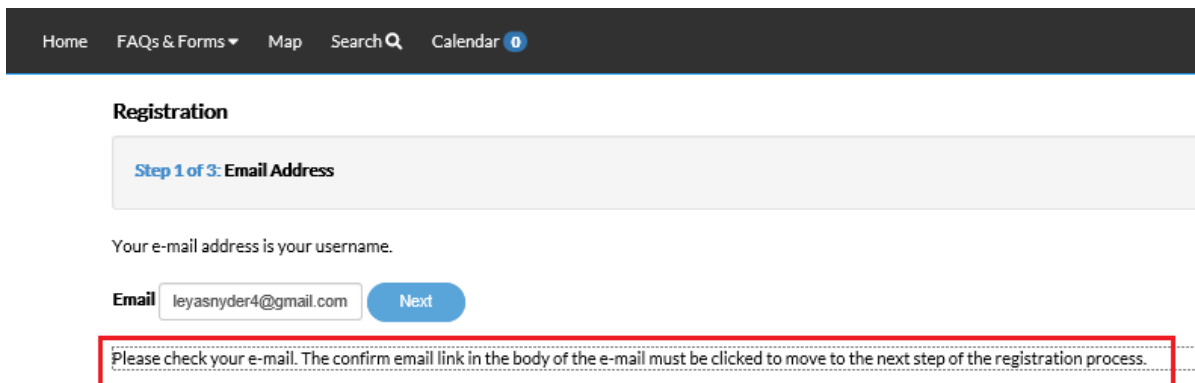
CSS Registration - https://egov.mckinneytexas.org/EnerGov_Prod/SelfService#/home

Registration information is used to automatically create a new EnerGov contact record. Contact information (name, phone, address) may be changed in CSS after registration, but not the email address used to register the account. If the email changes, the user must register a new account with a new email address in CSS.

1. From the CSS welcome page, click “Sign Up”



2. Enter your email address
3. Click “Next”
4. You will receive a message telling you to check your email



5. Open the email you received and click "Confirm"

Citizen Self Service New User Account Confirmation Inbox x



noreply@mckinneytexas.org

to me ▾

You are receiving this automated e-mail based on an user registration request th user registration process is the correct e-mail address for your user account. Ple

[Confirm](#)

5

The material in this e-mail is intended only for the use of the individual to whom i be advised that the unauthorized review, use, disclosure, duplication, distribution and destroy all electronic and paper copies of the original message and any atta attachments (if any). Thank You.

6. When you arrive back in CSS, click "Register"

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email mckinneydevelopmentservices@gmail.com

Back

Register

6

7. While only some of the fields are required we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.

NOTE: For contractors, please fill in your **First Name**, **Last Name**, and your **Company Name** where applicable.

8. Please choose the way you prefer to be contacted. **Email** is the preferred method of communications for reference/tracking of questions.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

*REQUIRED

	* First Name	<input type="text" value="Jane"/>
	Middle Name	<input type="text"/>
	* Last Name	<input type="text" value="Doe"/>
	Company	<input type="text" value="City of McKinney"/>
7	Business Phone	<input type="text" value="972-547-0000"/>
	Home Phone	<input type="text"/>
	Mobile Phone	<input type="text" value="972-547-0001"/>
	Fax	<input type="text" value="972-547-0002"/>
	Other Phone	<input type="text"/>
	* Email Address	<input type="text" value="mckinneydevelopmentservices@gmail.com"/>
8	* Contact Preference	<input type="text" value="Email"/>

9. Choose a password. Your password must be a **minimum of six characters with at least one digit and one uppercase letter**. (Password change requests are sent directly to the user email account to change. Staff/IT cannot change passwords).

PASSWORD

	* Password	<input type="password" value="....."/>
9		<div style="background-color: green; width: 80%; text-align: center; color: white; padding: 2px;">Strong</div>
	* Confirm Password	<input type="password" value="....."/>

10. Please fill out your **address** in the final section. Remember - while only some of the fields are required we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.

NOTE: For contractors, if you are working for a company, please enter your company's address. This is for contact/billing information.

11. Click "I'm not a robot"

12. Click "Submit"

ADDRESS

Country Type

Enter Address

* Street Number

* Street Name


* City


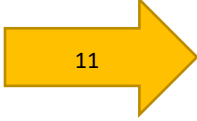
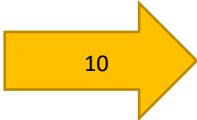
State

* Postal Code


County

* Address Type

I'm not a robot  reCAPTCHA
Privacy - Terms



13. You will arrive at a confirmation page and can login, if you are ready to proceed.

 Good Afternoon, [Guest](#)

[Home](#) [Map](#) [Search](#) [Help](#) [Calendar](#)


Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.



Once you have successfully registered in CSS, your registered email account will receive the following email confirming your account has been approved:

Citizen Self Service Account has been approved - City of McKinney

 noreply@mckinneytexas.org
To

Phish Alert

Thank you for registering in Citizen Self Service. Your CSS account has been approved by the City of McKinney. Please log into the CSS Website and use the email and password you registered with to gain access.

[CSS Website](#)

[CSS Tutorials/Videos](#)

If you are interested in system updates or other Development Services-related information, please join our mailing list:
[City of McKinney Development Services Subscription](#)

Thank you,
City of McKinney Texas