

# Development Registering in Service (CSS)

*How to Register in the  
portal to apply online*

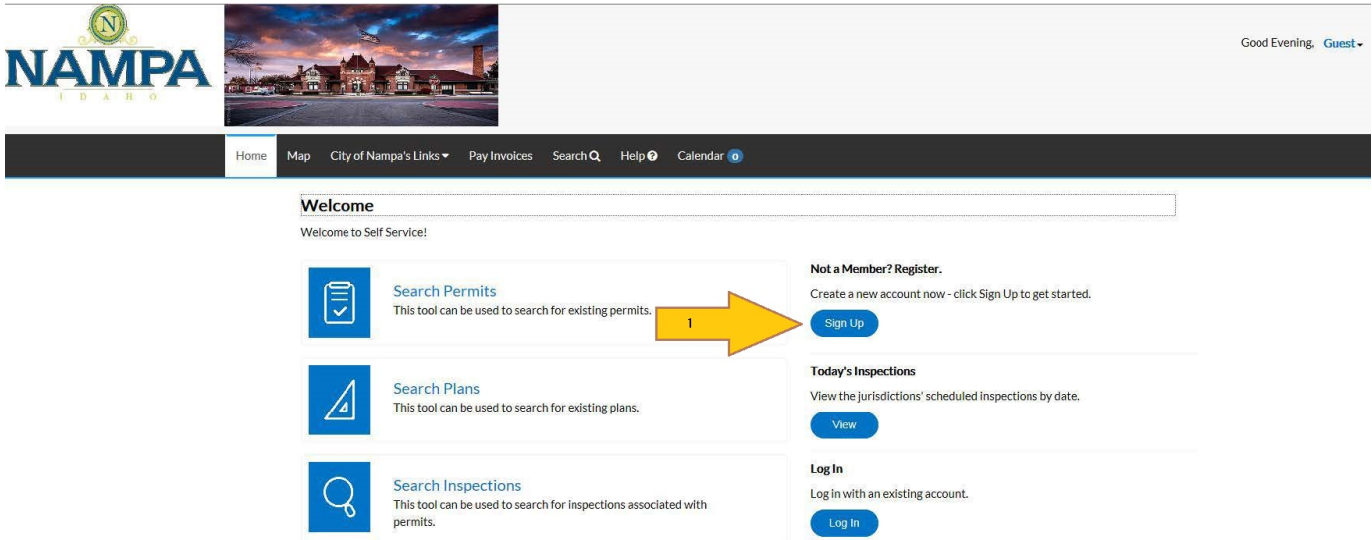
[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

# Services – Citizen Self

*Citizen Self Service*

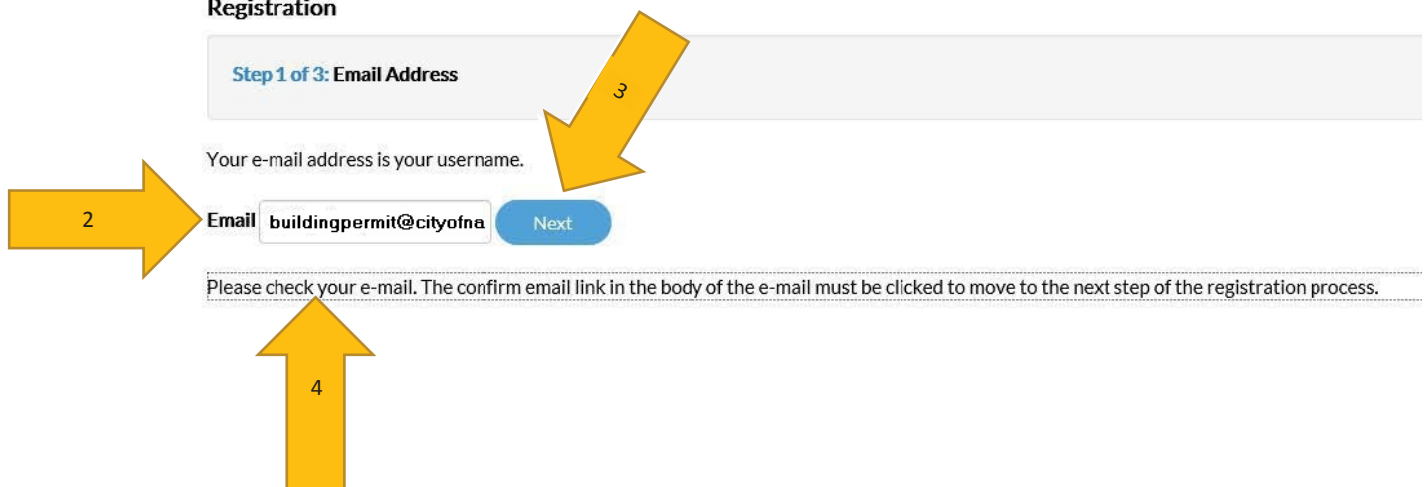
## CSS Registration

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

## Registration



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

## Citizen Self Service New User Account Confirmation Inbox x



**noreply@cityofnampa.us**

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: buildingpermits@cityofnampa.us**

Back

Register

6

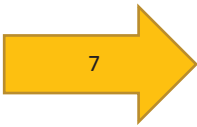
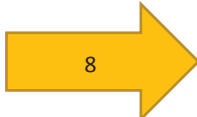
7. While only some of the fields are required we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.
8. Please choose the way you prefer to be contacted

## Registration

### Step 3 of 3: Contact Information

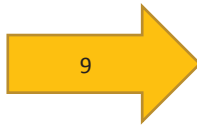
#### PERSONAL INFO

\*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 Nampa"/>
	Business Phone	<input type="text"/>
	Home Phone	<input type="text" value="208-468-5477"/>
	Mobile Phone	<input type="text"/>
	Fax	<input type="text" value="208-468-5439"/>
	Other Phone	<input type="text"/>
	* Email Address	<input type="text" value="buildingpermits@cityofnampa.us"/>
	* Contact Preference	<input type="text" value="Email"/>

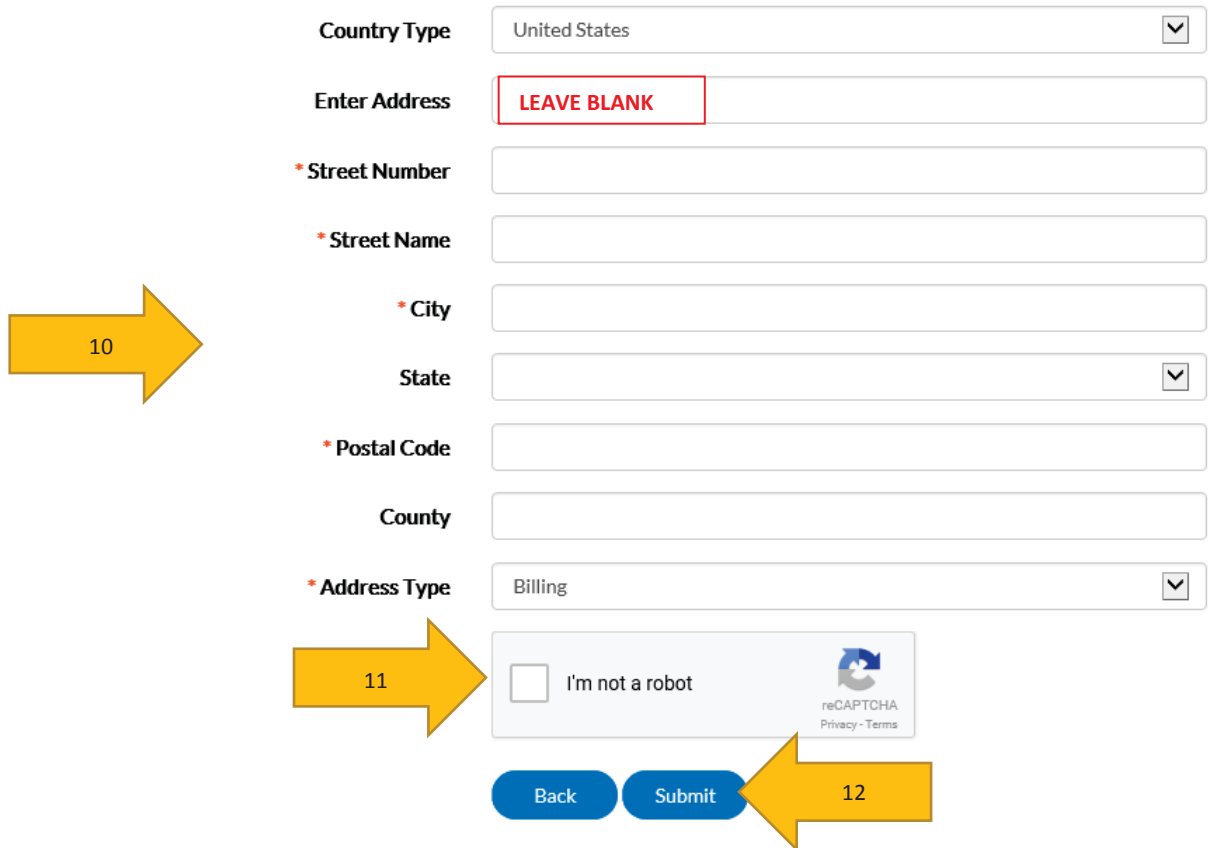
9. Choose a password. Your password must be a **minimum of six characters with at least one digit and one uppercase letter.**

#### PASSWORD

	* Password	<input type="password" value="....."/>
		<div style="background-color: #4CAF50; width: 80%; text-align: center; padding: 2px;">Strong</div>
	* Confirm Password	<input type="password" value="....."/>

- 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.
- If you're a robot, don't click here!
- Click "Submit"

## ADDRESS



The registration form includes the following fields and elements:

- Country Type:** A dropdown menu with "United States" selected.
- Enter Address:** A text input field with a red border and the text "LEAVE BLANK" inside.
- \* Street Number:** A required text input field.
- \* Street Name:** A required text input field.
- \* City:** A required text input field.
- State:** A dropdown menu.
- \* Postal Code:** A required text input field.
- County:** A text input field.
- \* Address Type:** A dropdown menu with "Billing" selected.
- reCAPTCHA:** A box containing an "I'm not a robot" checkbox and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text.
- Buttons:** "Back" and "Submit" buttons.

Yellow arrows indicate the following steps:

- Arrow 10 points to the "Enter Address" field.
- Arrow 11 points to the reCAPTCHA box.
- Arrow 12 points to the "Submit" button.

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

