

Register on CSS – Citizen Self Service

HOW TO REGISTER

1. Access the CSS website by going to energov.cityofmesquite.com
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 it is 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 8 characters = 8 characters have to be letters with one (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

* Password

Strong

* Confirm Password

Email

[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

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

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 your **Dashboard**.

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

My Permits

Attention 9	Pending 0	Active 3	Draft 0	Recent 0										
<table border="0"> <tr><td>Building-Residentia...</td><td style="text-align: right;">2</td></tr> <tr><td>Engineering</td><td style="text-align: right;">2</td></tr> <tr><td>Other</td><td style="text-align: right;">5</td></tr> </table>	Building-Residentia...	2	Engineering	2	Other	5		<table border="0"> <tr><td>Building-Residentia...</td><td style="text-align: right;">2</td></tr> <tr><td>Other Permits</td><td style="text-align: right;">1</td></tr> </table>	Building-Residentia...	2	Other Permits	1		
Building-Residentia...	2													
Engineering	2													
Other	5													
Building-Residentia...	2													
Other Permits	1													

[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 1		
		<table border="0"> <tr><td>Fire Acceptance...</td><td style="text-align: right;">1</td></tr> </table>	Fire Acceptance...	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		
<table border="0"> <tr><td>Melissa</td></tr> <tr><td>No. HO-002300-2017</td></tr> </table>	Melissa	No. HO-002300-2017	
Melissa			
No. HO-002300-2017			