How to Validate your CAP Account on CSS – Citizen Self Service

HOW TO VALIDATE YOUR CAP ACCOUNT

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.

4. Click the Checkbox to the left of – **Please Acknowledge that the information entered is correct and vailed.**

5. Enter the **email address used to log in to CAP** (Citizen Access Portal), and click **Next**
   a. This will generate an email to the email address entered.

6. Once you have received the email, Click **Confirm**

Citizen Self Service New User Account Confirmation   Inbox ×

noreply-energov@cityofmesquite.com   Fri, Sep 20, 7:41 AM
to me ▾

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**

9. Click **Continue** in the bottom of the *Is this you?* Box on the left-hand side

Registration

Step 2 of 4: Login information

* Username

* Password

Strong

* Confirm Password

Email

Is this you?

John

City of Mesquite

Continue

10. Verify that all information is correct for any required fields.
   (*Note: These fields are marked by a red asterisk (*****))*

11. Click **Next**

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name   John

Middle Name

* Last Name

Company   City of Mesquite

* Contact Preference   Email   ▾

* Email Address

Additional Contact Information

Back   Next

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

Registration

Step 4 of 4: **Address**

*REQUIRED

Country Type	US ▾
* Street Number	711
Pre Direction	N ▾
Street Name	Galloway
Unit Or Suite	
City	Mesquite
State	TX ▾
Postal Code	75149
County	
* Address Type	Location ▾

Back   Submit

You've Successfully validated your Account for CSS and will be redirected your **Dashbaord**.

Dashboard   Home   Apply   View ▾   Map   Fee Estimator   Pay Invoices   Search 🔍   Calendar 0   Request(s)

Click Here to keep Up-to-Date with the City of Mesquite's News

My Permits

Attention 14	Pending 5	Active 6	Draft 1	Recent 11
Parade 2	Other Permits 1	Parade 3	Above ground Stor... 1	Parade 3
Franchise Utility 2	Aboveground Stora... 1	Fun Run 1		Other Permits 2
Other 10	Other 3	Other 2		Other 6

▸ View My Permits

My Plans

Attention 1	Pending 5	Active 0	Draft 0	Recent 5
Plat 1	Plat 4			Plat 4
	Special Exception 1			Special Exception 1

▸ View My Plans

My Inspections

Requested	Scheduled	Closed

My Invoices

Current 0	$0.00	Add To Cart