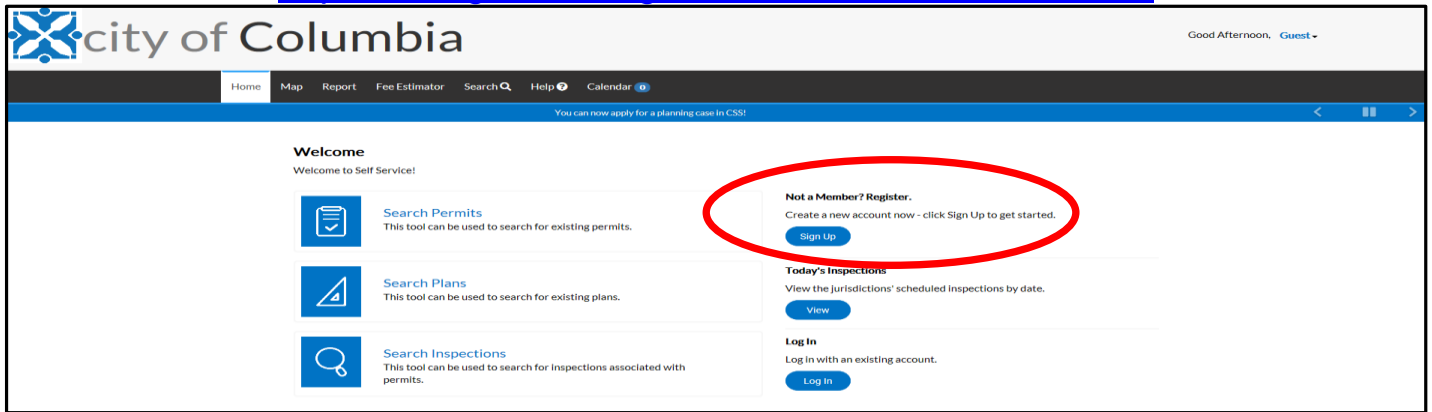



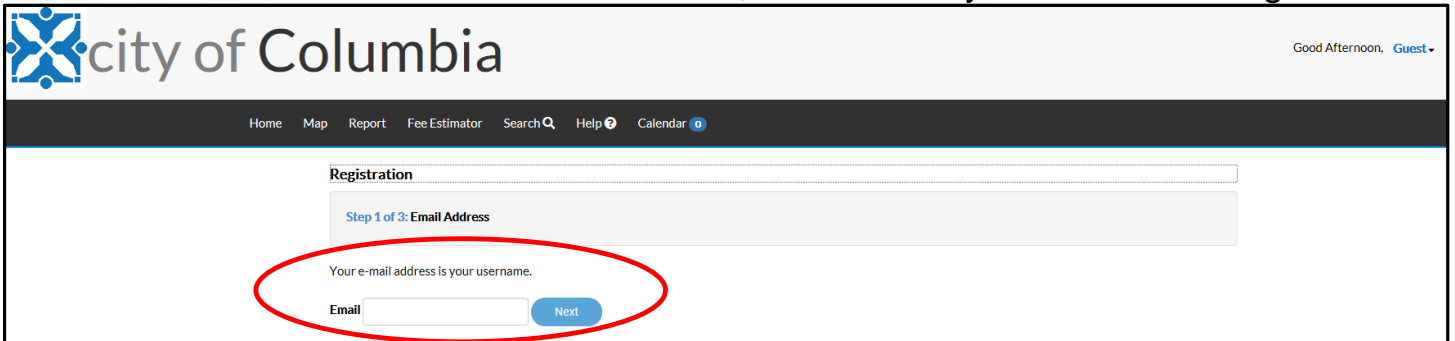
# How to Create Your Citizen Self Service (CSS) Account

Use the following link or copy & paste the URL into any computer browser:

[https://energov.como.gov/EnerGov\\_Prod/SelfService](https://energov.como.gov/EnerGov_Prod/SelfService)



❖ You will then select the  button, which takes you to the following screen:



❖ Here, you enter the email address that you want associated with your account. This email address will be the main contact information used for applying and tracking your permits, plans, and licenses. There are a few things to keep in mind as you set up your account.

1. Set up a group /office account (email) if you want more than one person to be able to access the information (e.g. [staff@engineering.com](mailto:staff@engineering.com)). This will permit anyone with access to that account to login and view all associated records.
2. Separate accounts for business versus personal transactions. For example, if you have a plumbing business and you are a master plumber, you will use your business email and business information for an account to apply for your business license. Versus applying for your trade license, you will use your personal email and personal information for an account.

❖ After entering the email you want associated with your account **“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.”** directing you to go to the email account which you entered.

❖ Open this email and Select the **CONFIRM** link.

❖ Select [Register](#) and this screen appears: Then Fill in required fields (denoted by \*)

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email Energymaintenance1@gmail.com

[Back](#) [Register](#)

Registration

Step 3 of 3: Contact Information

PERSONAL INFO \*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

\* Email Address

\* Contact Preference

PASSWORD

**Stop: Note your password for your personal records then resume**

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

\* Confirm Password

Country Type

Enter Address

\* Street Number

\* Street Name

\* City


State

\* Postal Code

County

Unit or Suite

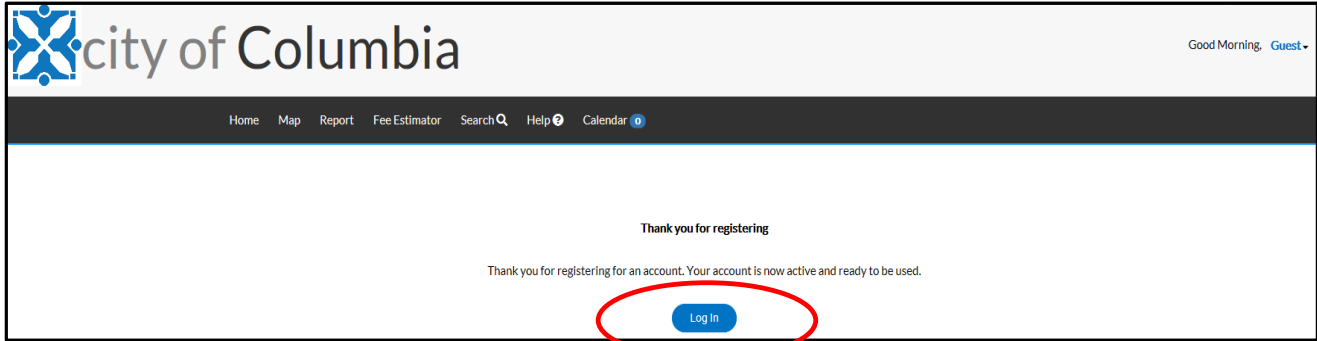
\* Address Type

I'm not a robot 

[Back](#) [Submit](#)

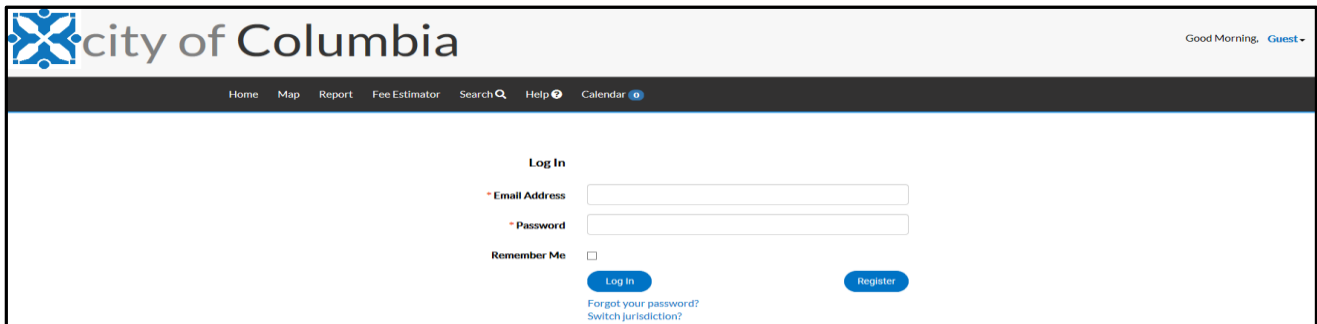
❖ Check the box next to “I’m not a robot” and Select

Submit



## Congratulations!

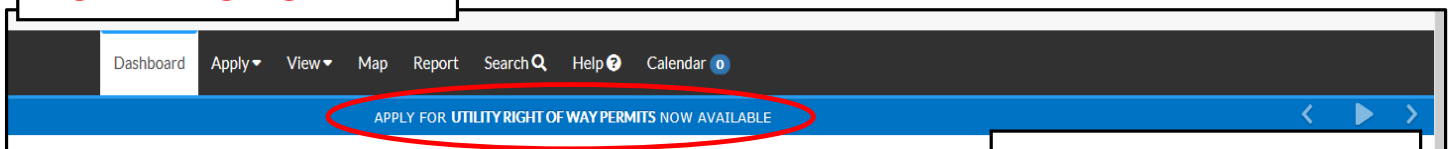
You're ready to log in and start applying for plans, permits, & licenses!



❖ Enter the Email address and Password you just created and Select Log in

OPTIONS FOR PERMITS, PLANS, AND LICENSES WILL BE AVAILABLE BEGINNING OCTOBER 2018. STAY INFORMED BY CREATING YOUR CSS ACCOUNT. LOG IN TO THE HOME PAGE FOR UPDATES, SEE SAMPLE HOME PAGE BELOW.

### HOME PAGE SAMPLE



Use < > to view

For CSS questions or problems, please call Nikki at 573-874-7239 or Amy at 573-874-7639. You may also send an email to:

[energov-implementation@como.gov](mailto:energov-implementation@como.gov)

Updated 9/17/2018