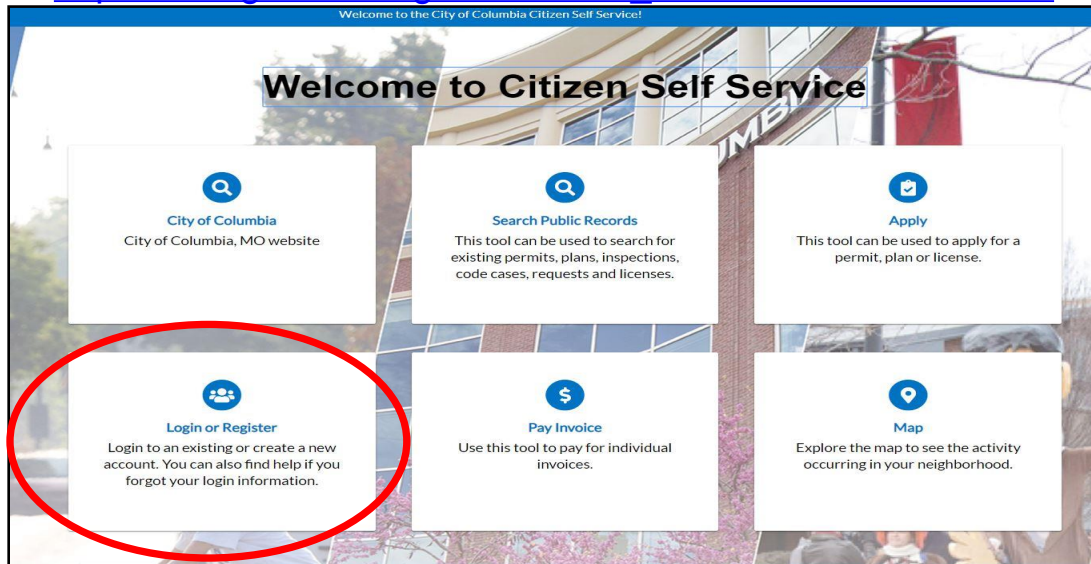




How to Create Your Citizen Self Service (CSS) Account

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

https://energov.como.gov/EnerGov_Prod/SelfService#/home



Home Apply Map Report Search Help Calendar

Select REGISTER

Log In

* Email Address

* Password

Remember Me ☐

[Forgot your password?](#)
[Switch jurisdiction?](#)

city of Columbia

Home Map Report Fee Estimator Search Help Calendar

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email

- ❖ 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, & licenses. 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). 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 **“Check your e-mail. Click the [Confirm](#) email link in the body of the e-mail to move to the next step of the registration process.”** directing you to go to the email account which you entered.

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

The screenshot shows the top of the City of Columbia website. The header includes the city logo and name, a navigation bar with links like Home, Map, Report, Fee Estimator, Search, Help, and Calendar, and a user status "Good Morning, Guest". The main content area is titled "Registration" and "Step 2 of 3: Email Address". It contains the instruction "Your e-mail address is your username." and the email "Email EnergovImplementation1@gmail.com". At the bottom, there are "Back" and "Register" buttons, with the "Register" button circled in red.

The screenshot shows the "Registration" page at "Step 3 of 3: Contact Information". It is divided into "PERSONAL INFO" and "REQUIRED" fields. The "PERSONAL INFO" section includes fields for First Name, Middle Name, Last Name, Company, Business Phone, Home Phone, Mobile Phone, Fax, and Other Phone. The "REQUIRED" section includes Email Address (pre-filled with "columbiachildrensorchard@gmail.com") and Contact Preference (set to "Address"). A red note on the left states: "*Only add Company if this account is for a business." The "Back" button is circled in red.

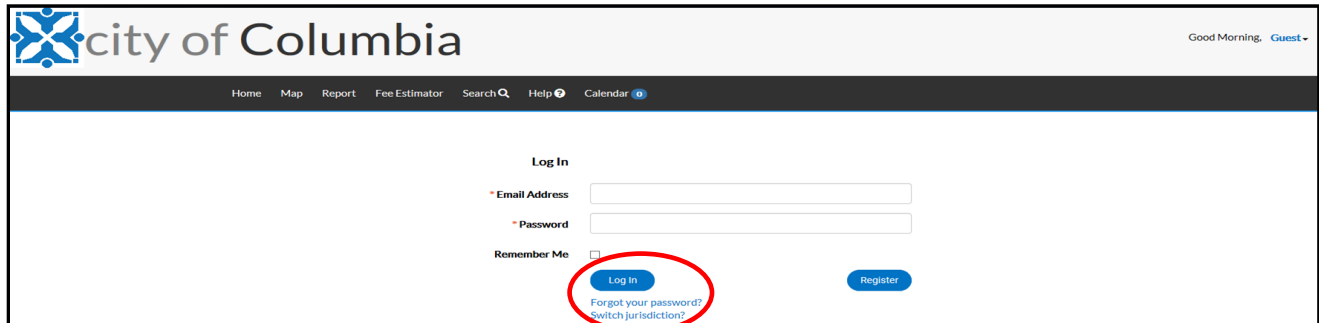
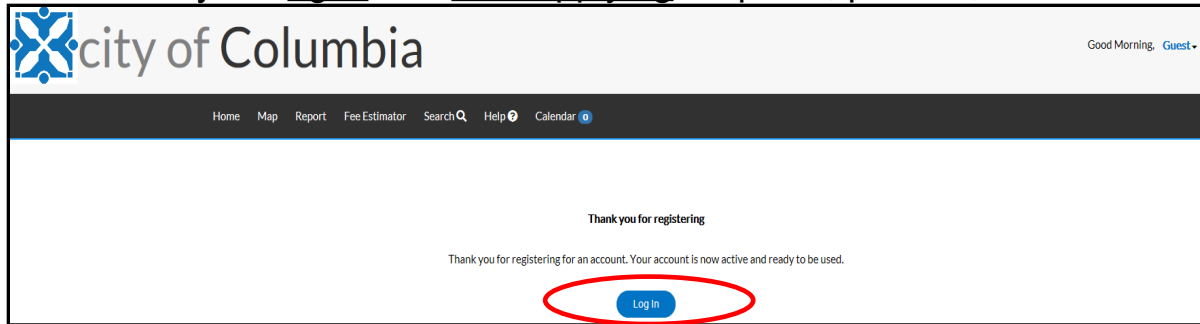
The screenshot shows the "PASSWORD" section. It includes a red instruction: "*Stop: Note your password for your personal records, then resume". Below this, it states: "The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number." There are input fields for "Password" and "Confirm Password".

The screenshot shows the address section of the registration form. It includes fields for Country Type (set to "United States"), Enter Address (placeholder "Enter a location"), Street Number, Street Name, City, State (dropdown), Postal Code, County, Unit or Suite, and Address Type (set to "Billing"). At the bottom, there is a checkbox for "I'm not a robot" (circled in red) and a "Submit" button (circled in red). A reCAPTCHA logo and "Privacy - Terms" link are also visible.

- ❖ 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, and licenses!



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

After logging in, you will see the home page screen. The Dashboard tab is where you can view and pay fees for Permits, Licenses and Plans.



Functionality and Case Types are continually being added. For CSS questions or problems with Permits or Licenses please call 573-874-7474 and for Plans call 573-874-7239.