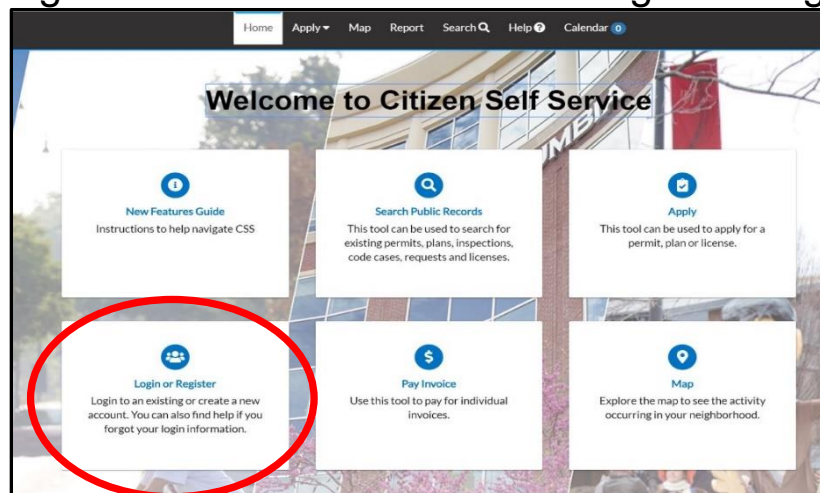


How to Create Your Citizen Self Service (CSS) Account

1. Go to CoMo.gov/selfservice and click the Login or Register box:



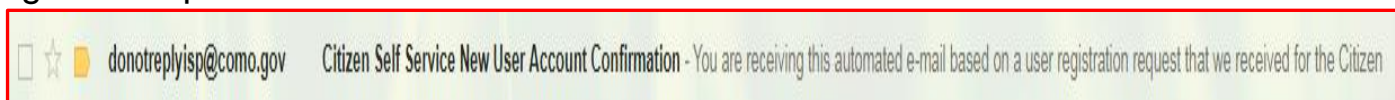
2. You will then select the [Register](#) button, which takes you to the following screen:

The screenshot shows the 'Registration' screen. At the top, there is a 'Step 1 of 4: Email Address' indicator. Below this is a form with an 'Email' input field and a 'Next' button. The 'Email' input field and the 'Next' button are circled in red. Below the form, there is a red-bordered box containing the text: '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.'

3. Enter the email address you want associated with your account. This email address will be the main contact used for communication regarding your permitting, planning, or licensing.

4. After typing the email you want associated with your account and selecting NEXT **“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.”** will appear. This is telling you to go to that email account that you just entered and look for an email.

5. Open this email. Select the [CONFIRM](#) link. If the link doesn't open in a Google Chrome or Firefox browser, Copy & Paste into a compatible browser to complete the registration process.



6. Check mark I'm not a robot, select a username, create an 8 character password with an upper case, a letter, and number. Then select Next.

Registration
Step 2 of 4: Login Information

*Username

*Password

*Confirm Password

Email @yahoo.com

Next

❖ Stop: Note your password for your records

7. Fill in step 3; Personal Info. Then select Next.

Registration
Step 3 of 4: Personal Info

*First Name

Middle Name

*Last Name

Company

*Contact Preference

*Email Address

Additional Contact Information

Back Next

8. Fill in step 4; Address info. Then select Submit.

Registration
Step 4 of 4: Address

Country Type

*Street Number

Pre Direction

Street Name

Street Type

Post Direction

Unit Type and Designation / PostQual + Apt

City

State

Postal Code

Location ID

*Address Type

Back Submit

Selecting Submit will automatically log you into your newly created CSS dashboard.

CSS Account Dashboard Example

Dashboard Apply View Map Report Search Help Calendar

APPLY FOR UTILITY RIGHT OF WAY PERMITS NOW AVAILABLE

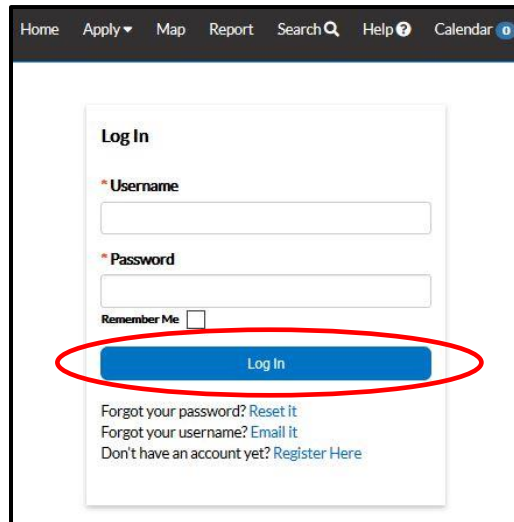
Select Apply, for new Plans, Permits or Licenses.

Use < > to view

Congratulations!

You can now Log in to Apply for Plans, Permits, & Licenses!

To login, Type Email address in Username box, type your Password and Select Login.

A screenshot of a web application's login page. At the top, there is a navigation bar with links: Home, Apply (with a dropdown arrow), Map, Report, Search (with a magnifying glass icon), Help (with a question mark icon), and Calendar (with a calendar icon). The main content area features a 'Log In' form. The form has a title 'Log In', followed by a 'Username' field with an asterisk, a 'Password' field with an asterisk, and a 'Remember Me' checkbox. Below these fields is a blue 'Log In' button, which is circled in red. Underneath the button are three links: 'Forgot your password? Reset It', 'Forgot your username? Email It', and 'Don't have an account yet? Register Here'.

For General CSS questions or problems, please contact
csshelp@como.gov

Building & Site Permits & Trade Licenses: 573-874-7474

Planning & Zoning Plan Applications: 573-874-7239

Business Licenses: 573-874-7378

Rental Licenses: 573-817-5050

Parking Requests: 573-441-6604