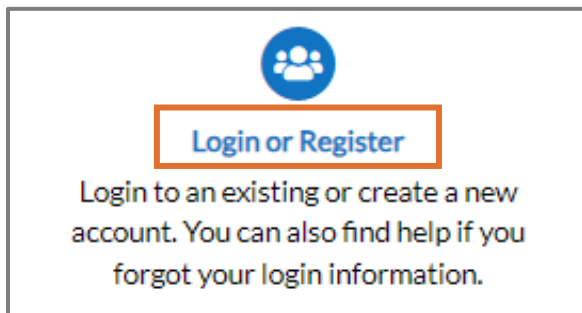
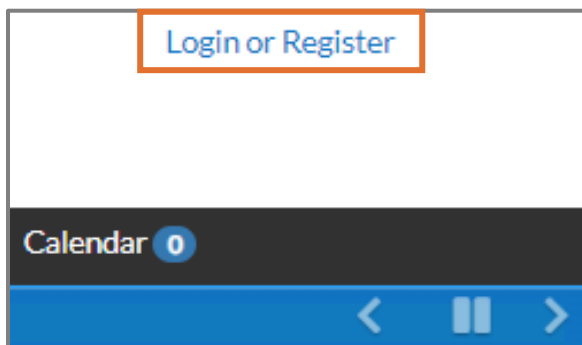


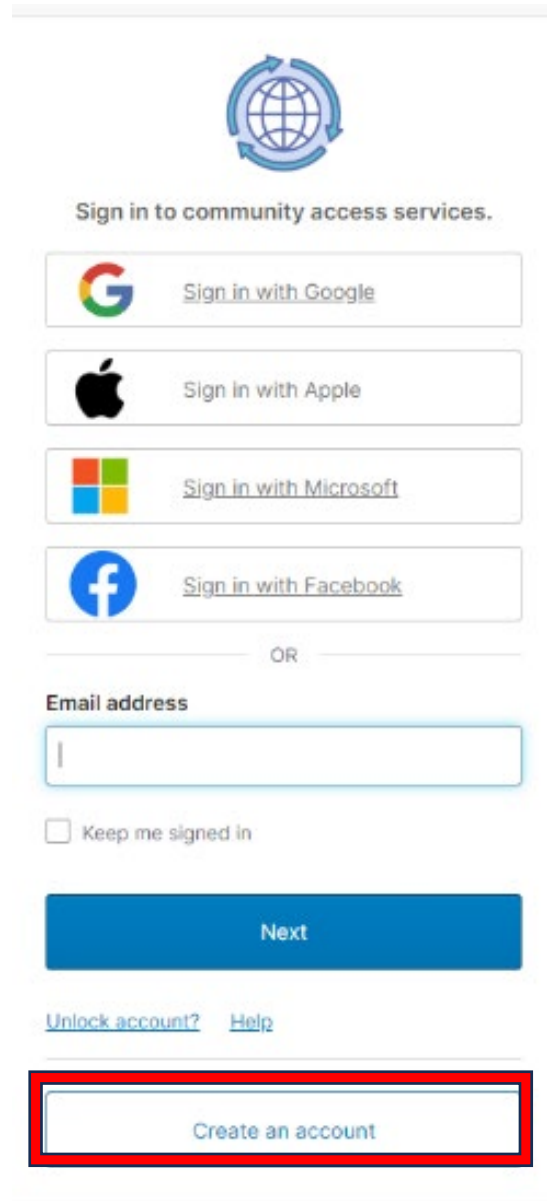
Register

To register for Civic Access:

1. Navigate to the jurisdiction's **Civic Access site**.
2. Click **Login or Register** in the top right corner of the Home page or click the **Login or Register card** on the Home page.
3. A new page with login options will appear, if you are not yet registered, click **Create an account**.




WARNING Users should NOT register in Civic Access with the same email address used in EPL. This can cause issues with the user account.



Create an Account

The browser displays the **Sign up** page.

1. Type:
 - a. An **Email** address
 - b. **First name**
 - c. **Last name**
 - d. **Mobile phone** number
 - e. **Password**
2. Click **Sign Up**.



Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

[Already have an account?](#)

Confirm Account

The customer receives a confirmation email.

1. Open the **email**.
2. Click **Confirm**.

You are receiving this automated e-mail based on a user registration request that we received for the Civic Access 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](#)




Complete Registration

The browser displays the Civic Access Registration steps.

1. Type a **Username**, **Password**, and **Confirm Password**. The username may default to the email used to register; if not, type the email address as the username.
2. Complete the CAPTCHA, if configured.
3. Click **Next**.

Registration

Step 2 of 4: Login information

I'm not a robot  reCAPTCHA
Privacy - Terms

* Username

* Password

* Confirm Password

Email @gmail.com

[Next](#)

NOTE Required fields are noted with a red asterisk.



Personal Info

1. Type the **required information** on the Personal Info step.
2. Select a **Contact Preference** in the dropdown.
3. Click **Next**.

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name
First Name is required.

Middle Name

* Last Name
Last Name is required.

Company

* Contact Preference --Select Contact Preference--

* Email Address @gmail.com

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

Back Next

NOTE Required fields are noted with a red asterisk.



Address

1. Type **Address** information.
2. Click **Submit**.

The browser displays the jurisdiction's Civic Access Home page.

Registration

Step 4 of 4: Address

* Address *REQUIRED

City

State

Postal Code

NOTE Required fields are noted with a red asterisk.

TID-C Authorization

TID-C is a Tyler-wide authentication solution designed to allow online products to use the same authentication method. Tyler enables TID-C authentication during deployment of new upgrades.

For information about TID-C authentication for Civic Access customers, please refer to the Civic Access Legacy to TID-C Authentication guide for registration and login information.

