Current Account Re-Registration (Existing Users)

- 1. Go to your City of Greenville's Citizen Self Service portal via Greenvillenc.gov
- 2. Click Login or Register.

				Good Morning, Guest -
	Home App	oly Today's Inspections Map Report Sear	ch Q Calendar 🧿	
	elf Service			
	Search Public Records This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	Login or Register Login or Cregister Login to an existing or create a new account. You can also find help if you forgot your login information.	Apply This tool can be used to apply for a permit.	
	S Pay Invoice Use this tool to pay for individual invoices.	Map Explore the map to see the activity occurring in your neighborhood.	Estimate Fees Use this tool to quickly estimate the required fees for a permit or plan.	

3. Click on Continue.

You are being redirected to Tyler Identity login page for authorization purposes.
Once authenticated, you will be logged into CSS.
Cancel Continue

- Enter your email address for your account.
 Click on Create Account. (Please note: if you sign in with google you will be able to skip some of the steps below)

Sign in to community access	services.
Email address	
xxxxxx@gmail.com	
Keep me signed in	
Next	
OR	
Sign in with	
G 🗉 📕	•
Unlock account?	Help 🗹

6. Create an account.

- a. Type Email Address
- b. Type First Name
- c. Type Last Name
- d. Enter **phone number** (optional)
- e. Create password
- f. Click Sign Up

Create an account
Email *
Password *
First name *
Last name *
* indicates required field
Sign up
Back to sign in

- Open the email and use the code given to enter code on this page
 Click on verify

	R xxxxxxx@gmail.com	
	Verify with your email	
We sent the verif	t an email to x***x@gmail.com . Enter fication code in the text box.	
Enter Co	ode	
	Verify	
Return t	to authenticator list	
Back to	sign in	

9. You can set up your security method here and then click on Continue. If you decide to skip this step…click on Continue.

	2
	Set up security methods
Security	methods help protect your Tyler
Portico C	itizen account by ensuring only you
have acc	ess.
Set up o	optional
Goog	gle Authenticator
Enter	a temporary code generated from the
Used	for access
Set u	ib →
-	Okta Verify
V	Okta Verify is an authenticator app,
	installed on your phone or computer, used to prove your identity
	Used for access
	Set up \rightarrow
Phor	10
Verify	with a code sent to your phone
Used	for access
Set u	ip →
2	

10. Click on continue.

	Cancel Registration
Home Apply Today's Inspections Map Report Search ${f Q}$ Calendar ${f 0}$	
Registration	
Step 1 of 3: Acknowledgement	
We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.	
Continue	

11. Fill out the requested information. Then hit next.

📀 Greenville				Cancel Registration
	Ноте Арр	iy Today's Inspections Map Report Search Q. Calendar 🧿		
	Registration			
	Step 2 of 3: Personal Info			
			*REQUIRED	
	First Name Middle Name			
	Last Name	Sumvan		
	Company	e		
	* Contact Preference	Select Contact Preference		
	* Email Address	christysullivan812@gmail.com		
	Additional Contact Information			
	Business Phone			
	Home Phone			
	Mobile Phone			
		Back Next		

12. Finish filling out requested information. Click Submit.

		Cano	el Registration
Home Apply	y Today's Inspections Map Report Search Q Calendar 🧿		
Registration			
Step 3 of 3: Address			
		*REQUIRED	
* Address	Street address, P.O. box. (required)		
	Apartment, suite, unit, floor, (optional)		
City			
State	~		
Postal Code			
	Back Submit		

13. You will now be placed into your account

Greenville						0 F
	E	ashboard Home Apply M	My Work Today's Inspection	: Map Report Search Q	Calendar 🗿	
	My Permits					
	Attention O	Pending O	Active O	Recent	Draft O	
	• View My Permits My Plans					
	Attention O	Pending O	Active O	Recent O	Draft O	
	View My Plans					