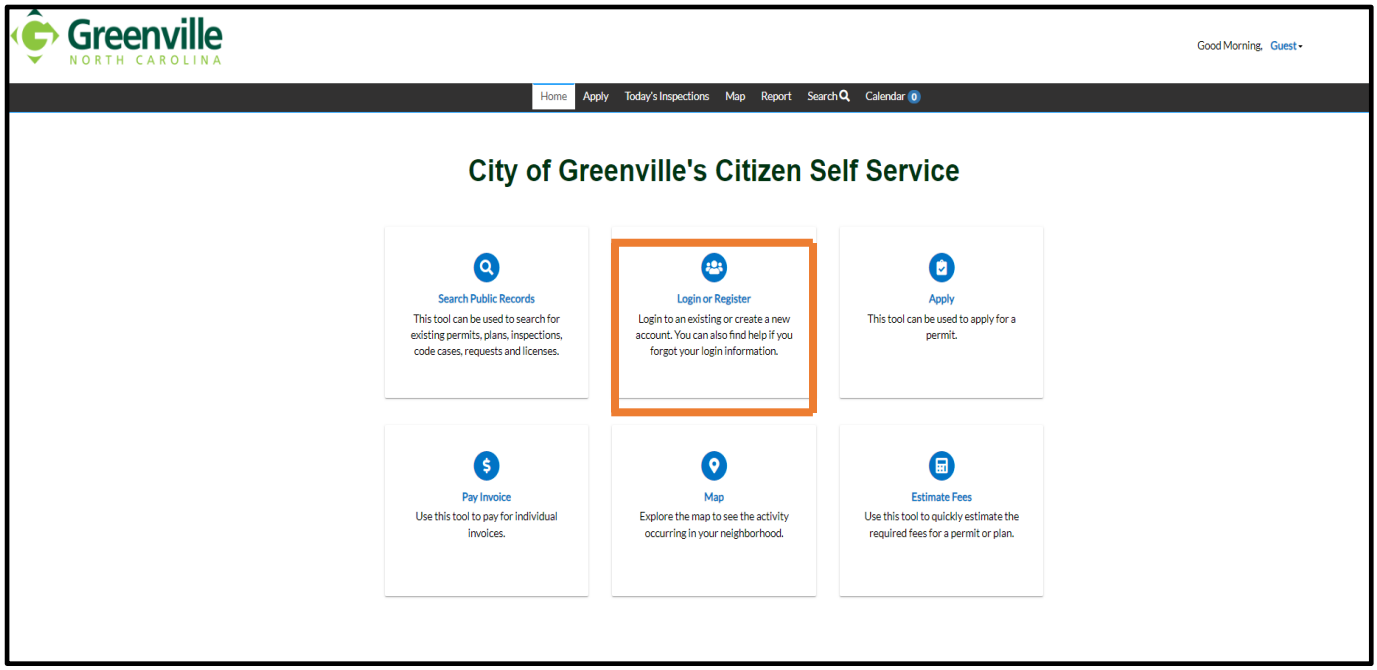
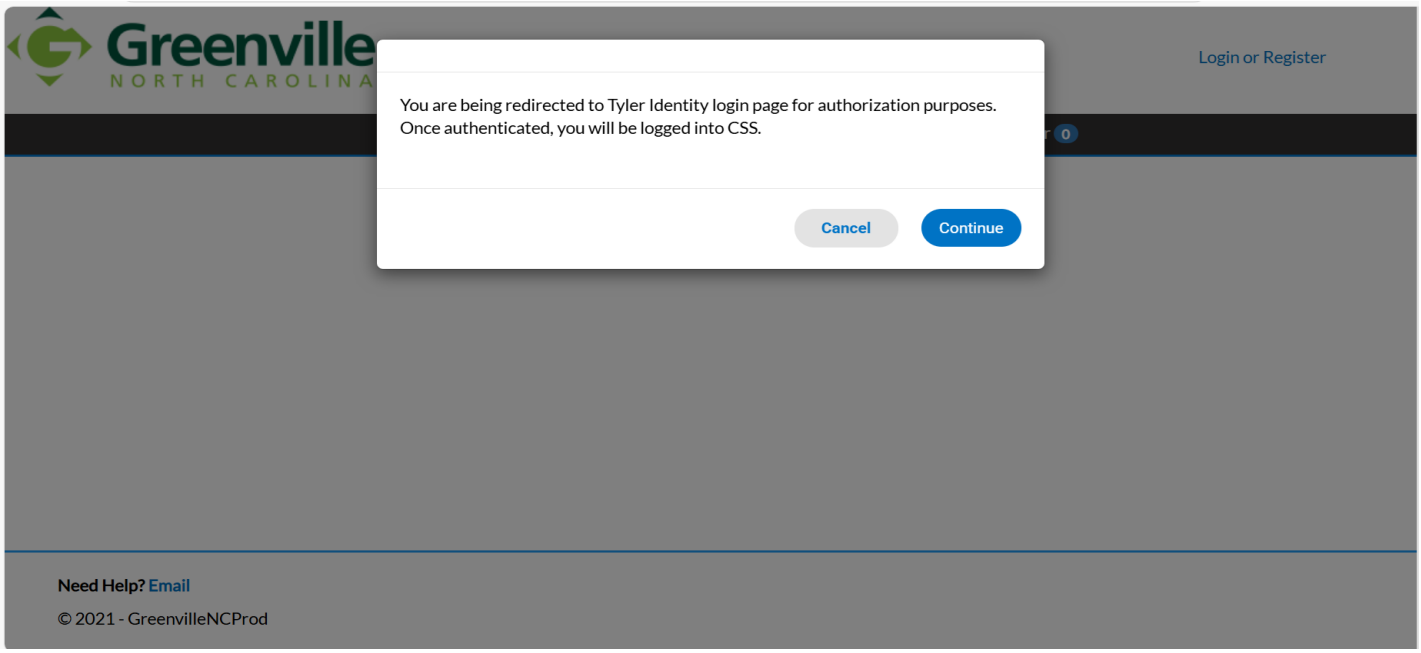
FIRST TIME REGISTRATION
(New User)

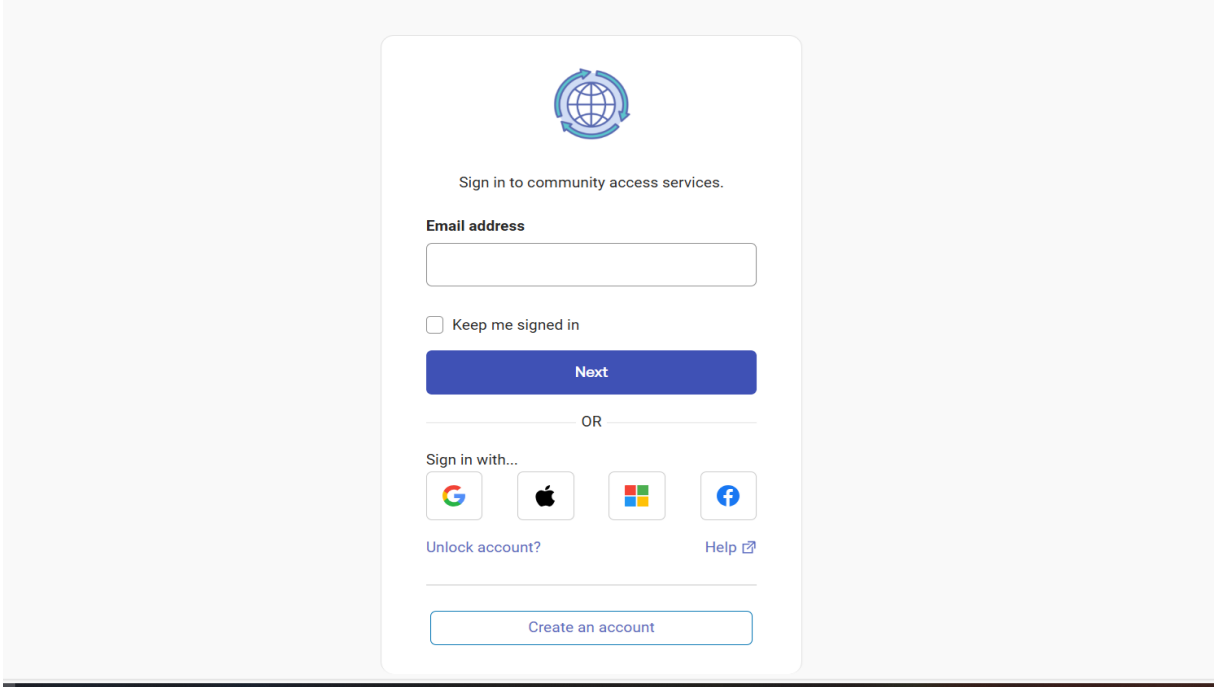
1. Go to your City of Greenville's Citizen Self Service portal via Greenvillenc.gov
2. Click Login or Register.



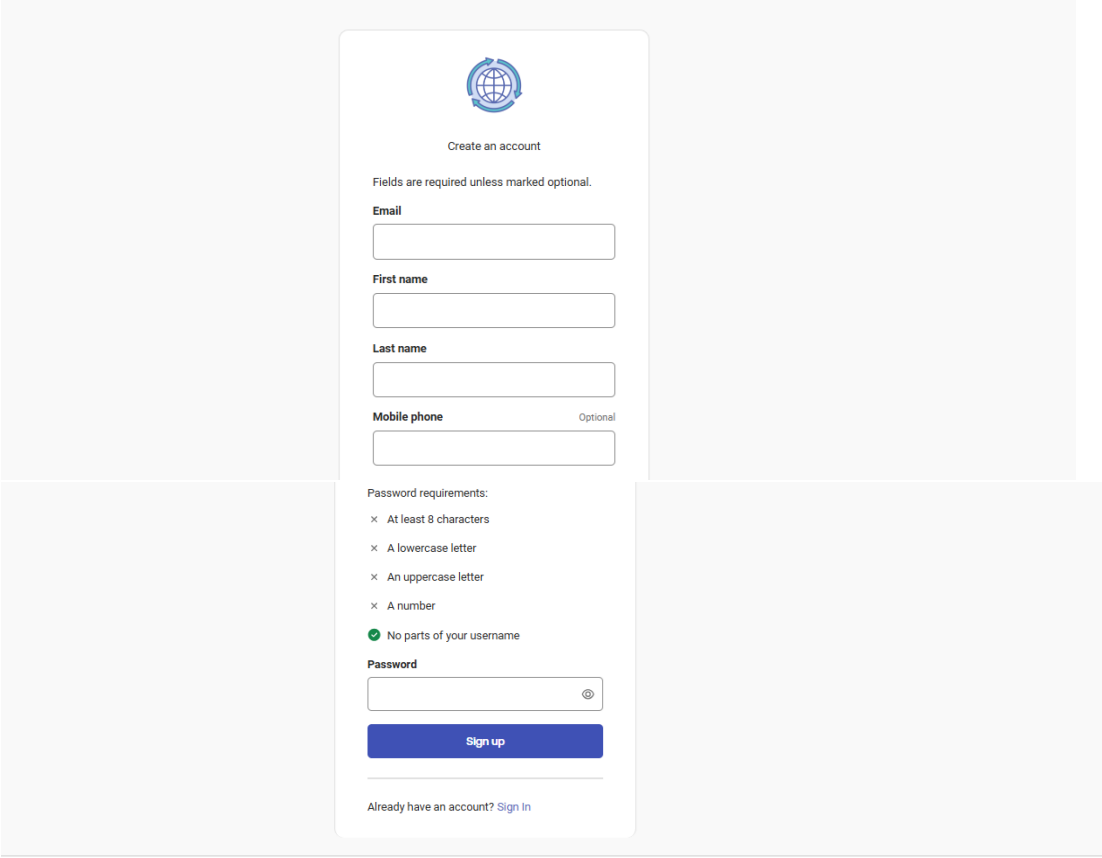
3. The following message will display. Click **Continue**.



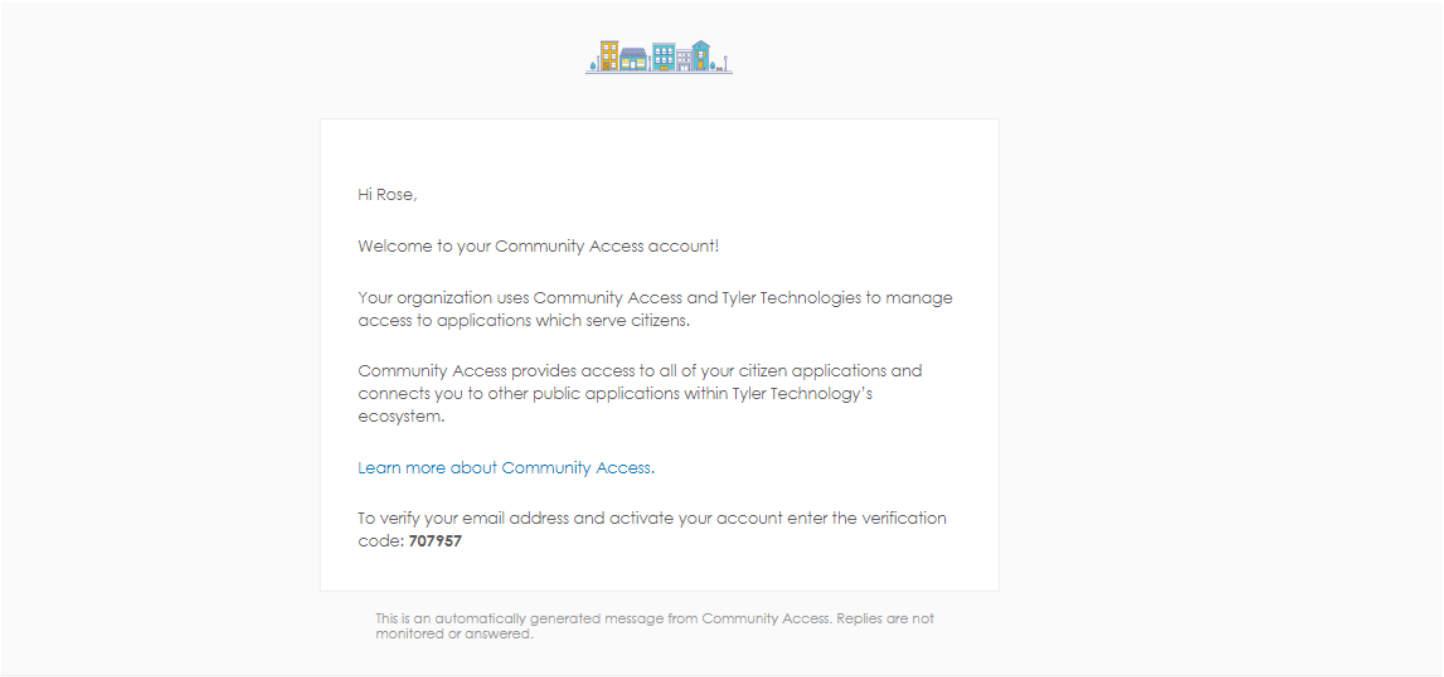
4. Click **Create Account**



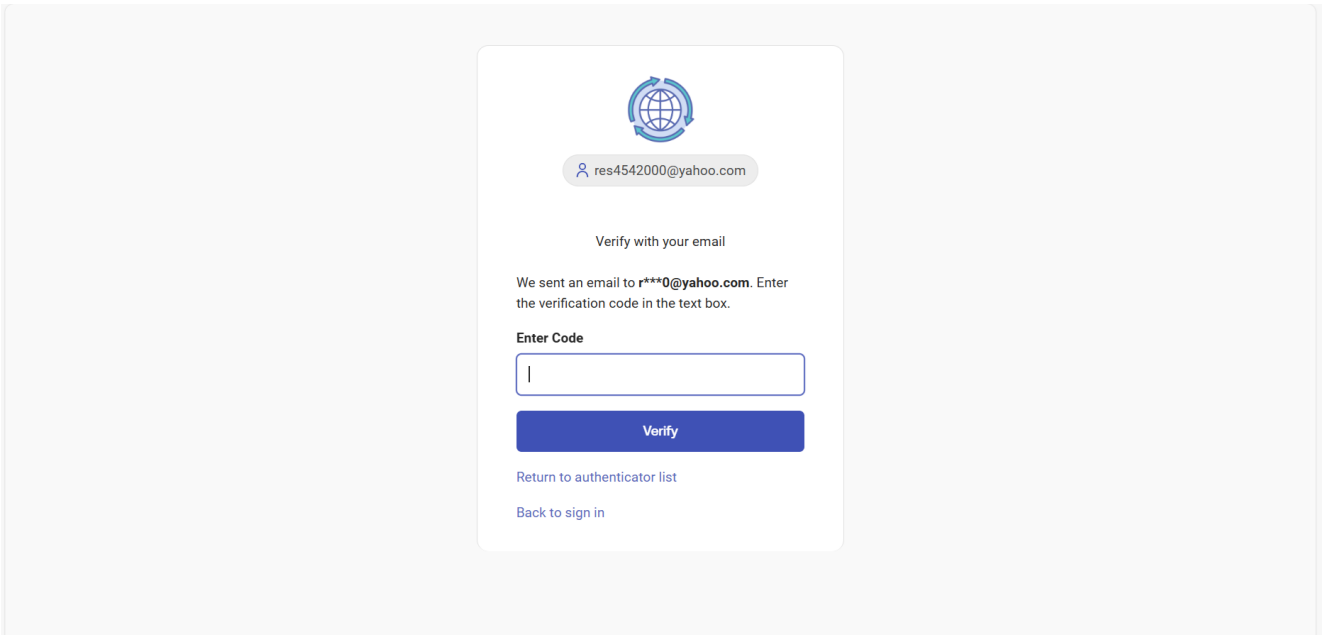
5. Enter Email Address, First Name, Last Name, Mobile Number (Optional), and Password. Click on **Sign Up.**



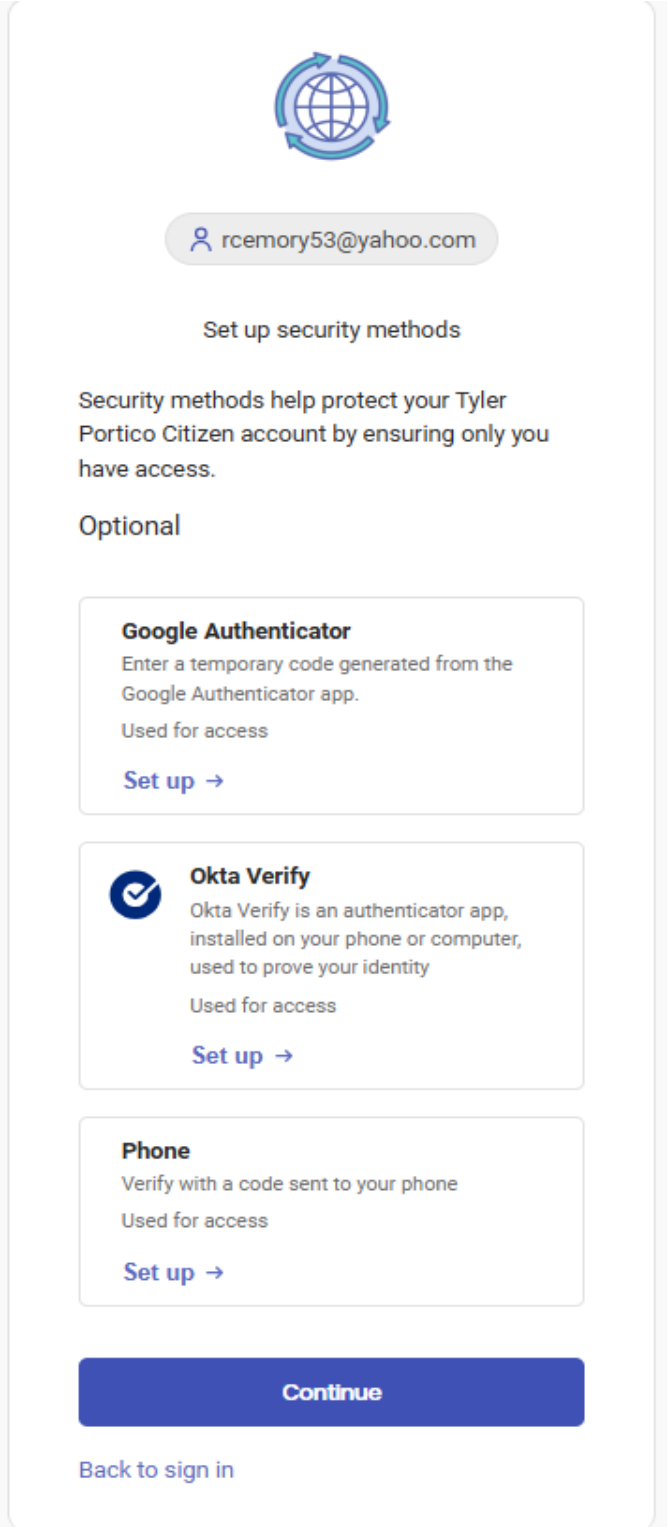
6. Check your email. Copy the code you are sent.



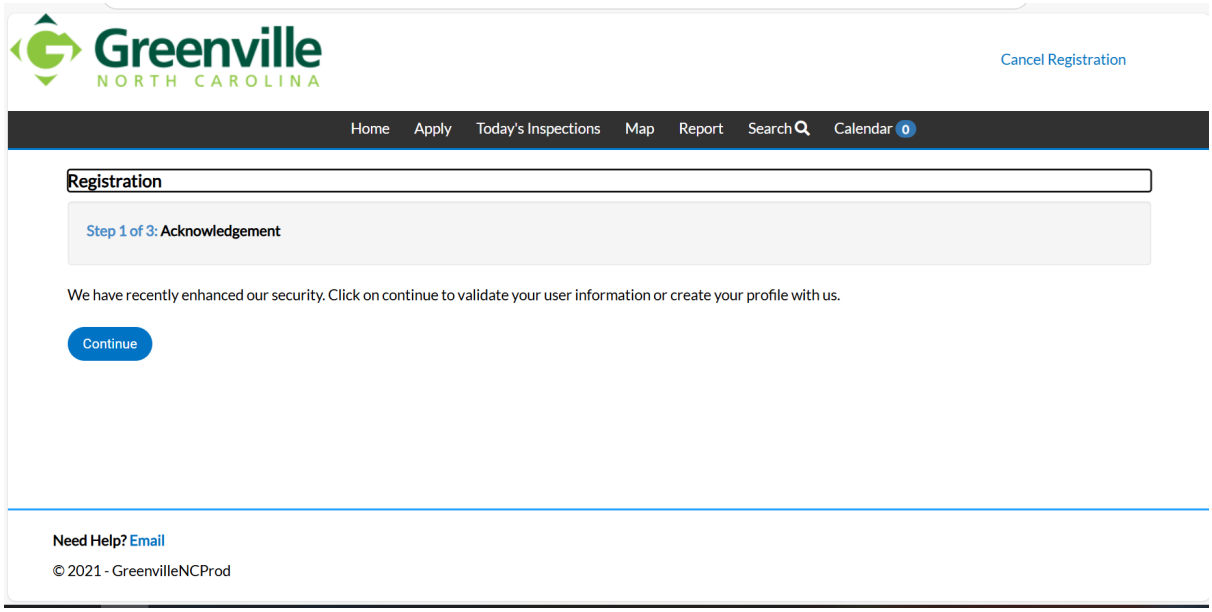
7. Use the code that is sent to you to enter in the screen below. Click on Verify.



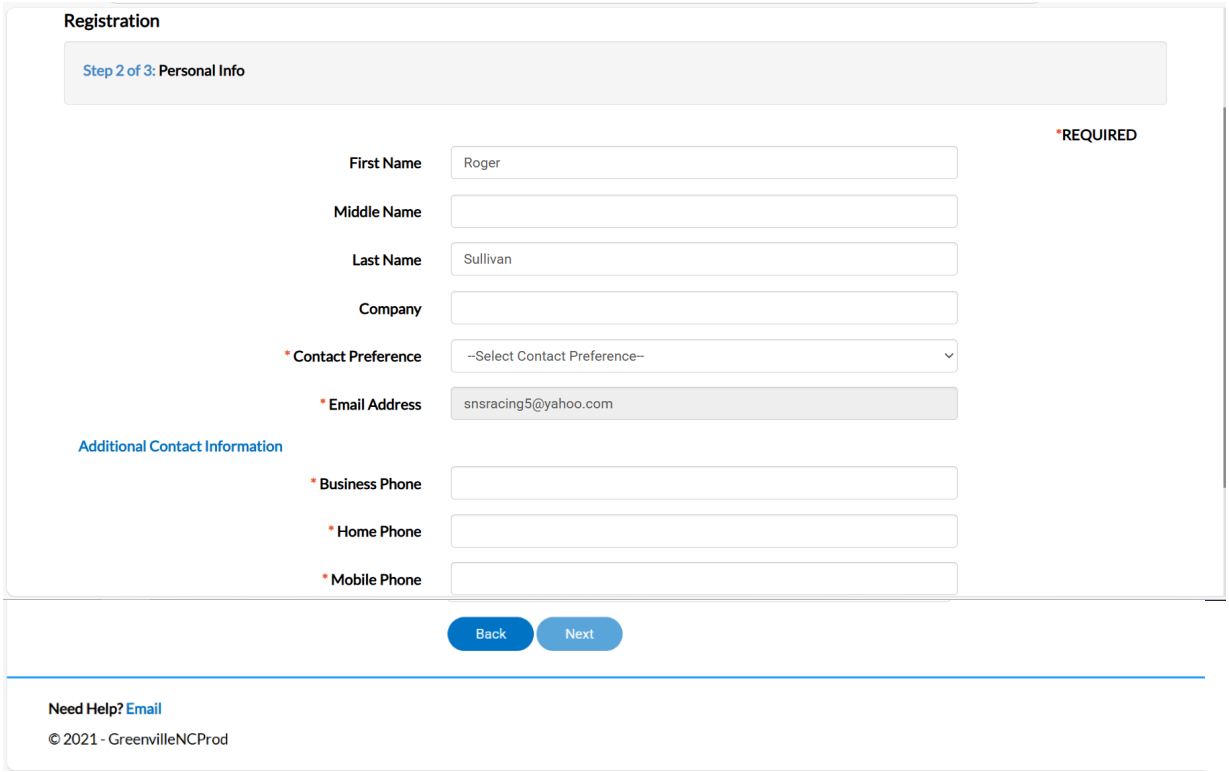
8. You can opt to set up security methods or click on **Continue.**



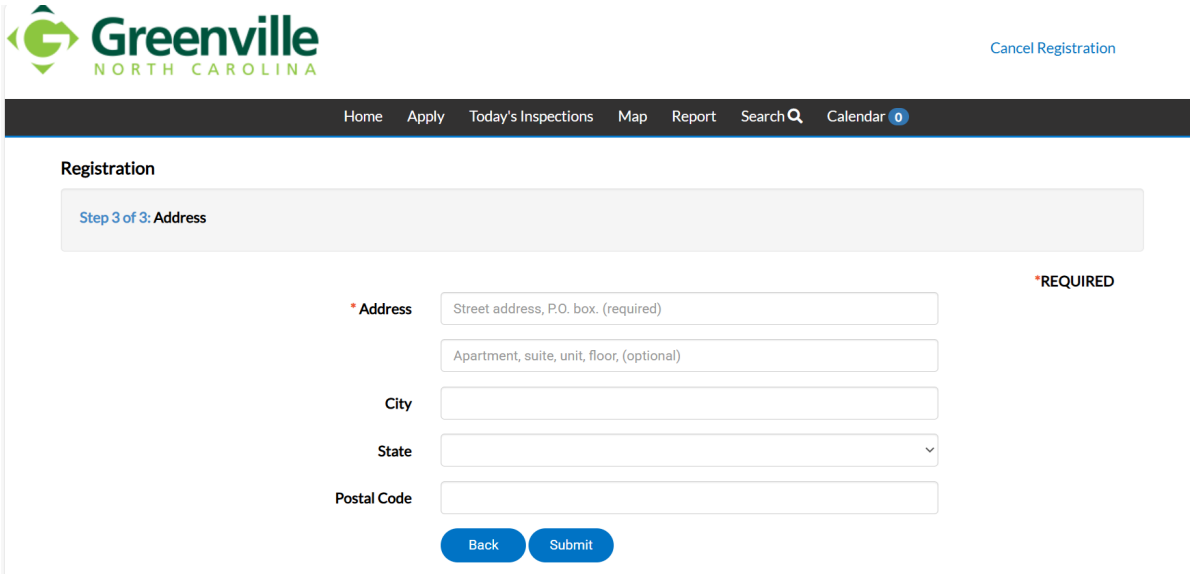
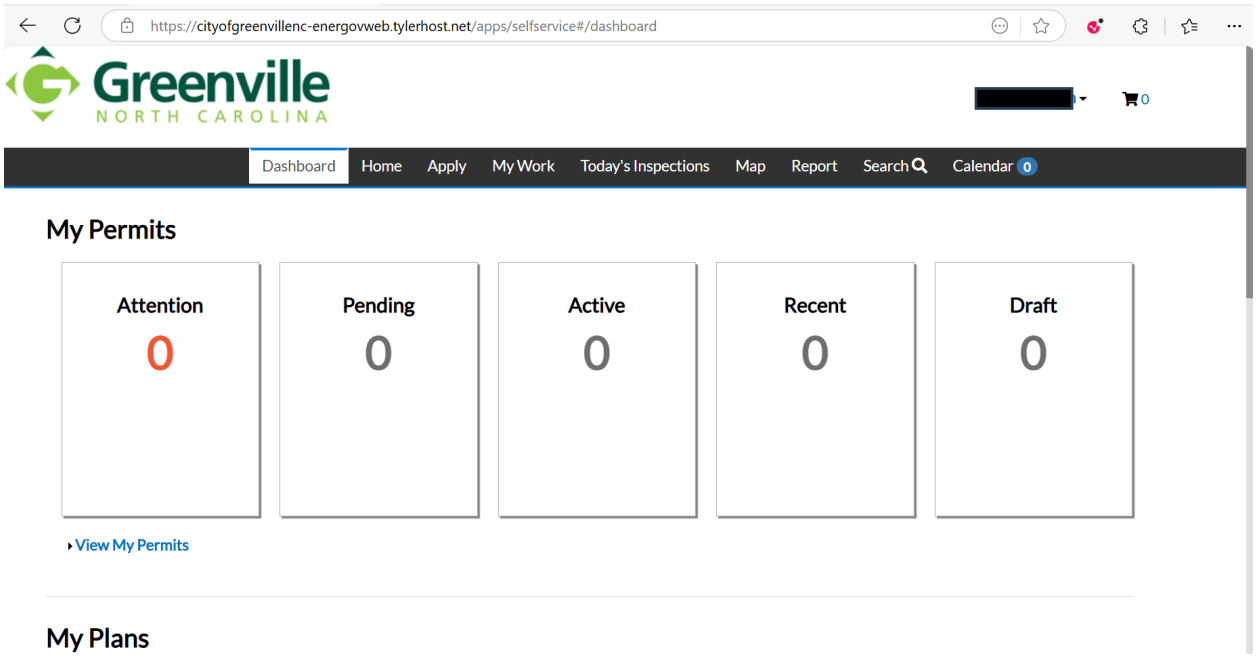
9. Click on **Continue** under Acknowledgement.



10. Fill out the requested information below and then click on Next.



11. Fill out the next page of requested information. Click on **Submit**



12. You are now registered to use the City of Greenville's Citizen Self Service. You will not have to re-register.