# Registration for the Civic Access online portal
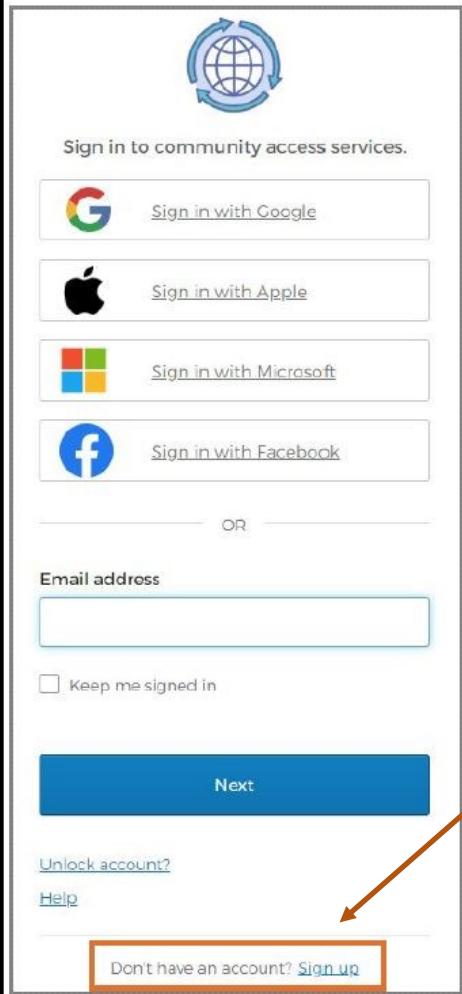
Sign in to community access services.

- Sign in with Google
- Sign in with Apple
- Sign in with Microsoft
- Sign in with Facebook

OR

Email address

☐ Keep me signed in

Next

Unlock account?
Help

Don't have an account? Sign up

If you haven't registered yet, you will need to do that first. Start by clicking the Sign-up link at the bottom of the page.

You will then be asked to complete the form below and click the Sign Up button at the bottom of the page.

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.
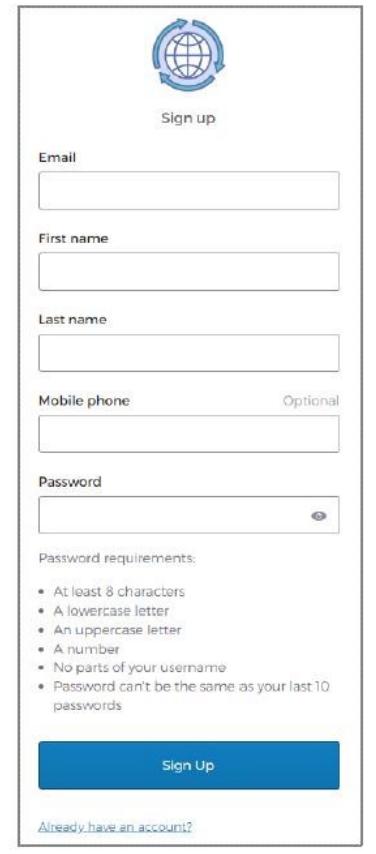
Sign up

Email

First name

Last name

Mobile phone   Optional

After clicking Sign Up, you should receive an e-mail from

noreply@identity.tylerportico.com asking to confirm your account.

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

Sign Up

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

You will then need to create a password and complete your contact information.

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

*REQUIRED

* Address   [Street address, P.O. box. (required)]

            [Apartment, suite, unit, floor, (optional)]

City   [   ]

State   [⌄]

Postal Code [   ]

(Back) (Submit)

NOTE Required fields are noted with a red asterisk.