

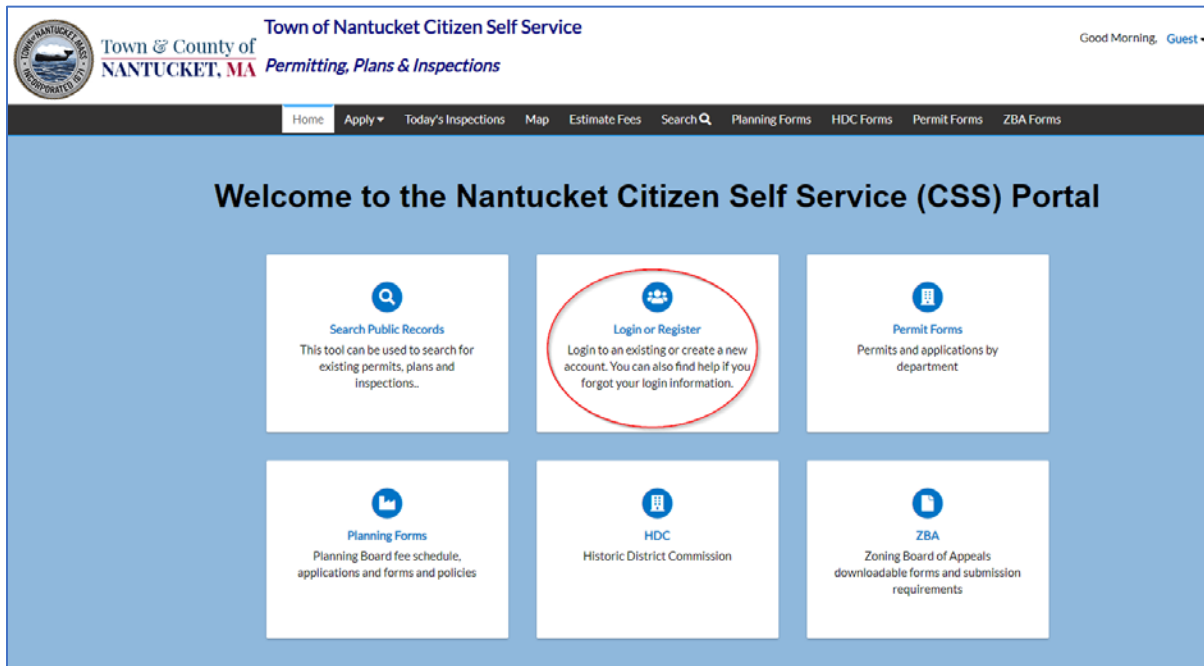
Town of Nantucket e-Permitting System

How to Register in the Citizen Self Service (CSS) Portal

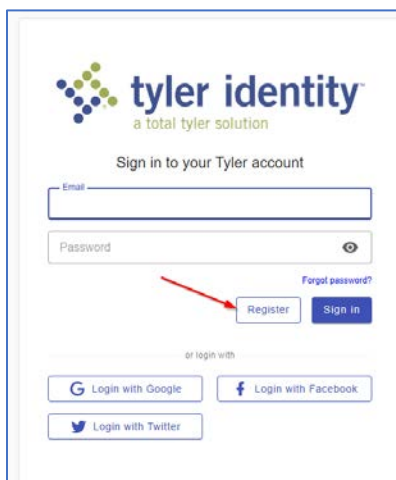
Welcome to the Town of Nantucket Citizen Self Service (CSS) Portal. This document will walk you through the process of registering your account in CSS. For instructions on how to use the permit system, see “Navigating the Town of Nantucket E-Permitting Citizen Self Service Portal”.

To get started go to this URL: <https://nantucketma-energovweb.tylerhost.net/apps/SelfService/#/home>

You will see the following screen. Select **Login or Register**.



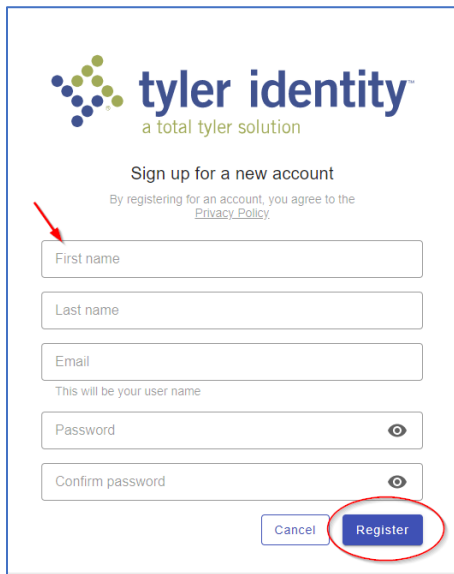
You will see the Tyler Identity screen. Select **Register** to create your account for CSS.



Enter your Name, Email Address and Password and select **Register**.

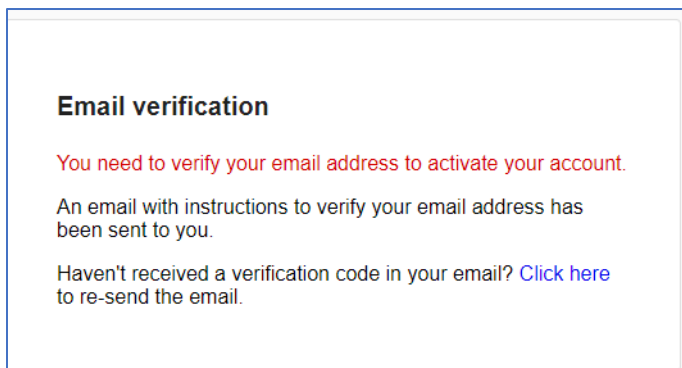
Your password must be a minimum of 8 characters AND contain at least:

- 1 Number
- 1 Lowercase Letter
- 1 Uppercase letter
- 1 Special symbol.



The screenshot shows the Tyler Identity registration page. At the top left is the Tyler Identity logo, which consists of a cluster of colored dots (green, blue, yellow) followed by the text "tyler identity" in a bold, sans-serif font, and "a total tyler solution" in a smaller font below it. Below the logo is the heading "Sign up for a new account" and a sub-heading "By registering for an account, you agree to the [Privacy Policy](#)". The form contains five input fields: "First name", "Last name", "Email" (with a note "This will be your user name" below it), "Password" (with an eye icon to toggle visibility), and "Confirm password" (with an eye icon). At the bottom of the form are two buttons: "Cancel" and "Register". The "Register" button is highlighted with a red circle, and a red arrow points to the "First name" field.

You will see the notice to verify your email address. Go to your email account to retrieve the confirmation email. Check your Junk Mail folder if you do not see the confirmation email in your Inbox.



The screenshot shows an "Email verification" notice. The heading "Email verification" is in bold. Below it is a red text line: "You need to verify your email address to activate your account." The main body of text reads: "An email with instructions to verify your email address has been sent to you." At the bottom, it says: "Haven't received a verification code in your email? [Click here](#) to re-send the email."

You will receive a confirmation email from Tyler Identity Citizen. You must click on the **Link to e-mail address verification** link in the email to activate your account. You will see the screen below. Select **Continue**.

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](#)

Complete the personal info form and enter your Contact Preferences (Address, Business Phone, Email, FAX, Home Phone, Mobile Phone, Other Phone). Click on [Additional Contact Information](#) to enter your phone numbers. Select [Next](#) when you are done.

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Hide

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

[Back](#) [Next](#)

Complete the Address form. The required fields are Address Line 1 and Address Type. Select [Submit](#) when you are done. After the registration process is complete, you can add additional addresses using the [My Account](#) link on the CSS Portal page.

Registration

Step 3 of 3: Address

Country Type ***REQUIRED**

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

* Address Type

[Back](#) [Submit](#)

The Citizen Self Service (CSS) Dashboard will open as shown below. To log out of CSS, click on your username in the top right corner of the screen (see red arrow) and select **Log Out**.

Town of Nantucket Citizens Self Service

Permitting, Plans & Inspections

Dashboard Home Alerts My Work Today's Inspections Map Search All My Forms Permit Forms Pending Forms Draft Forms

My Permits

Attention 0	Pending 46	Active 1	Draft 1	Recent 46
----------------	---------------	-------------	------------	--------------

[View My Permits](#)

My Plans

Attention 0	Pending 28	Active 0	Draft 1	Recent 28
----------------	---------------	-------------	------------	--------------

[View My Plans](#)

My Inspections

Requested 1	Scheduled 0	Closed 0
----------------	----------------	-------------

[View My Inspections](#)

My Invoices

Current	\$0.00
Past Due	\$0.00
Total	\$0.00

[View My Invoices](#)