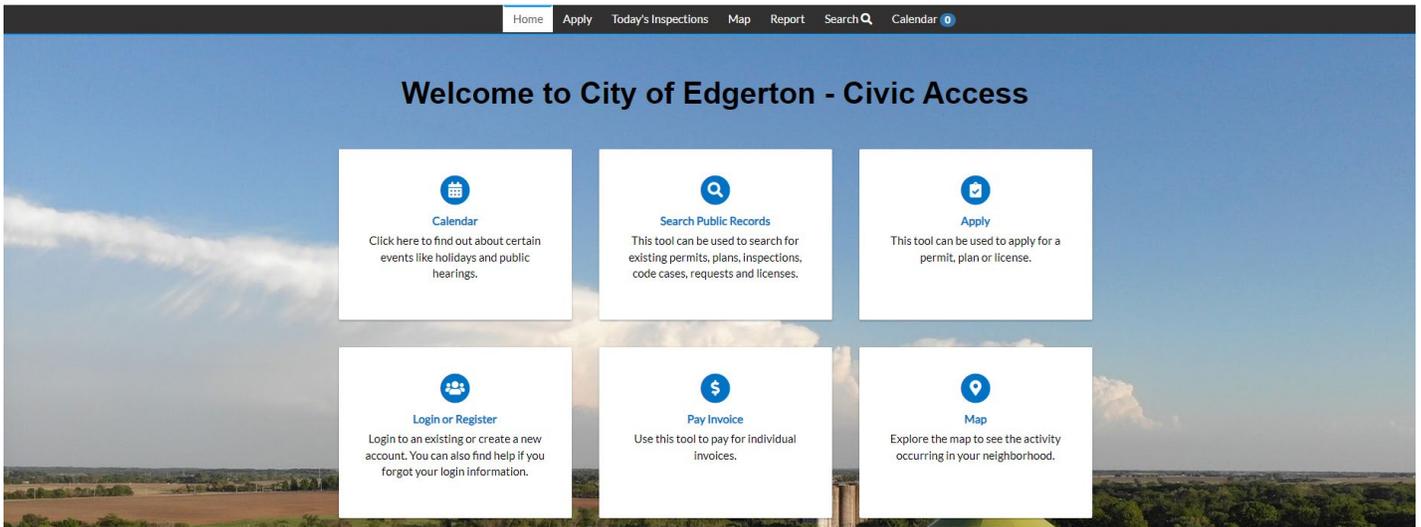


Registering for Self-Service Public Portal

To get started, go to <https://cityofedgertonks-energovweb.tylerhost.net/apps/selfservice#/home>

Step 1:

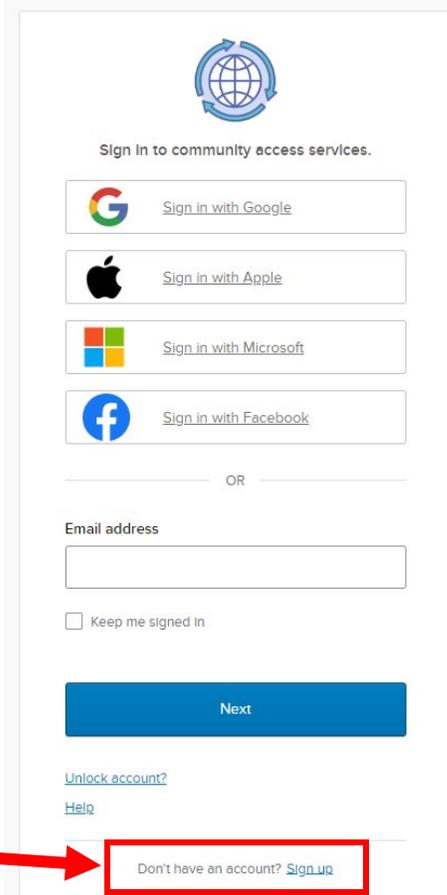
Select the **LOGIN OR REGISTER** in the upper right corner:



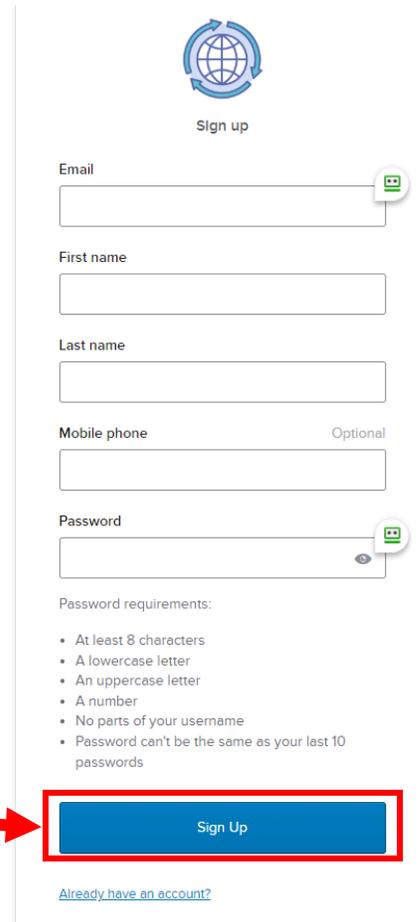
Step 2:

Select the **SIGN UP** link at

the bottom of the page.



Enter your email address, first and last name and password, and select SIGN UP.



The sign up form includes a globe icon with a circular arrow and the text "Sign up". It contains input fields for "Email", "First name", "Last name", "Mobile phone" (with "Optional" text to the right), and "Password". The password field has a visibility toggle icon. Below the fields are "Password requirements:" listed as:

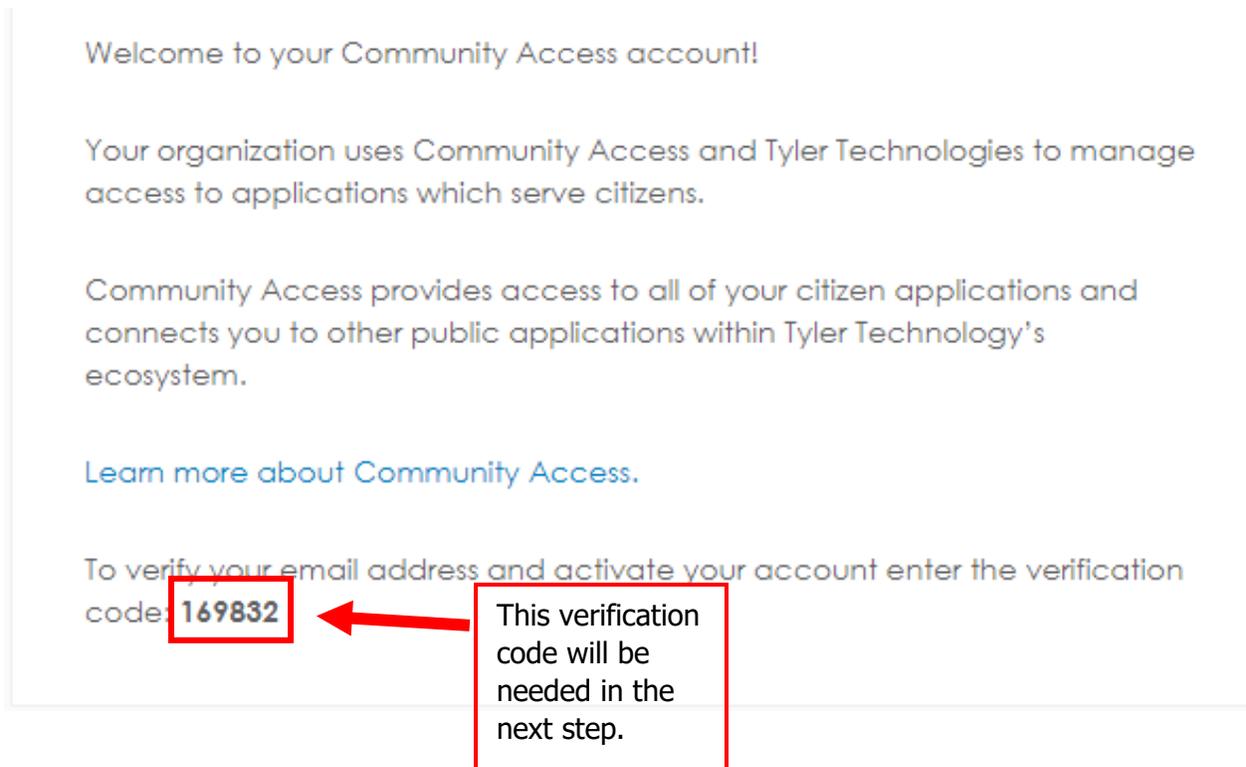
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

A red arrow points to a blue "Sign Up" button, which is also enclosed in a red rectangular box. Below the button is a link: [Already have an account?](#)

Step 4:

Check your email to find a message from:

Community Access Identity noreply@identity.tylerportico.com



Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

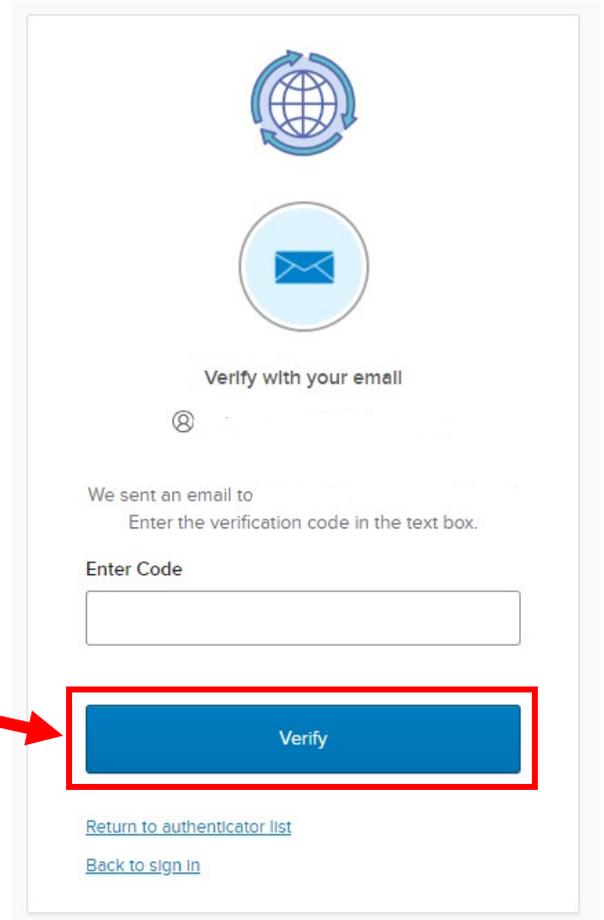
Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **169832**

This verification code will be needed in the next step.

Enter the verification code and select VERIFY.



The screenshot shows a verification screen. At the top, there is a globe icon with circular arrows and an envelope icon. Below the icons, the text reads "Verify with your email". A red arrow points to a blue "Verify" button at the bottom of the screen. The button is highlighted with a red rectangular border. Below the button, there are two links: "Return to authenticator list" and "Back to sign in".

Step 6:

Click CONTINUE to complete the Registration process.

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.



Enter your information (all required fields are marked with an asterisk) and click NEXT.

Registration

Step 2 of 3: Personal Info

***REQUIRED**

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

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



Step 8:

Enter your address and select SUBMIT. This will complete the Registration and redirect you to your Dashboard.

Registration

Step 3 of 3: Address

***REQUIRED**

* Address

City

State

Postal Code

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

