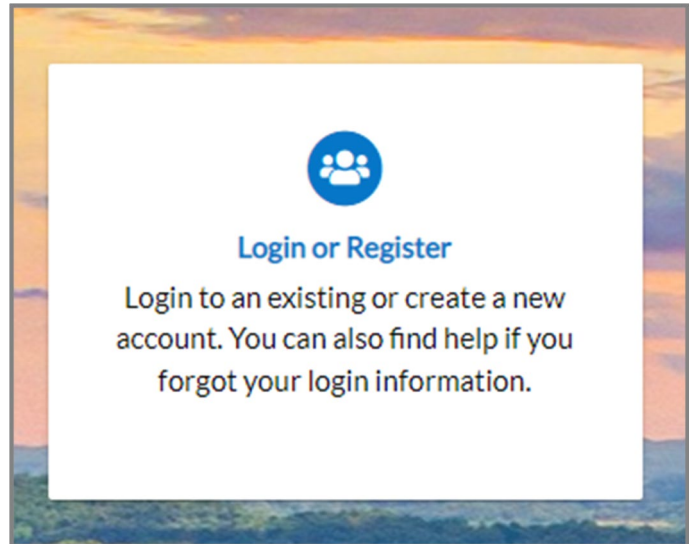
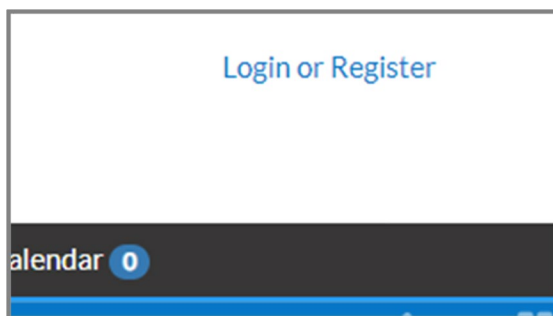


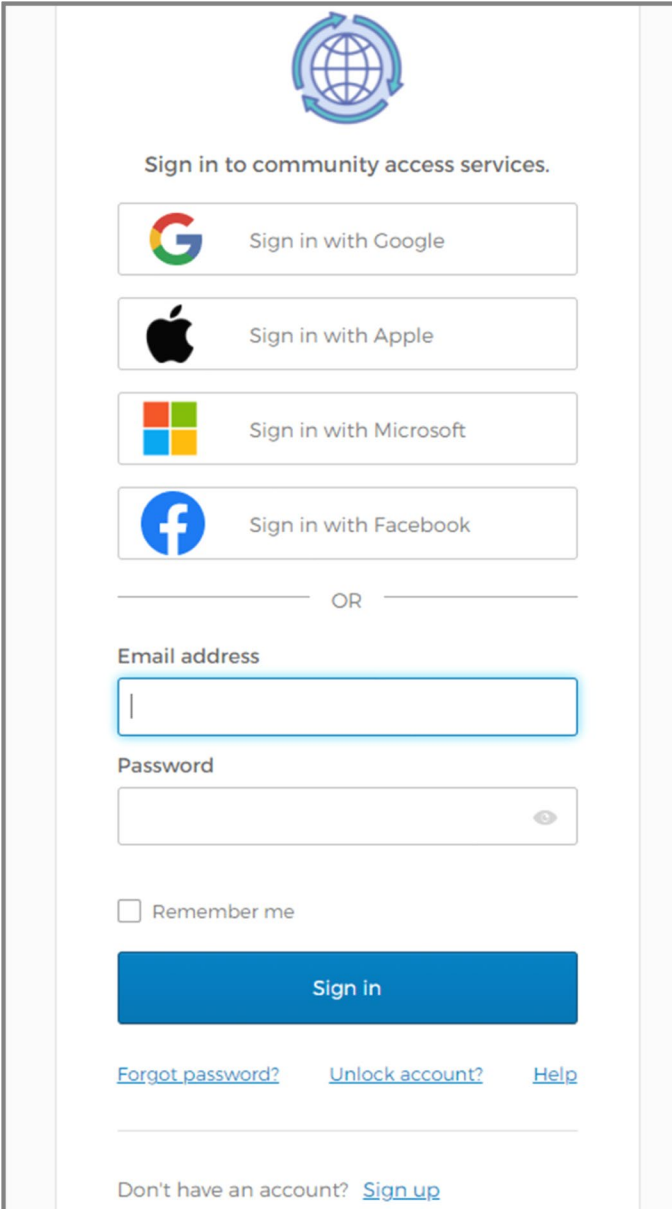
Register

To register for Civic Access:

1. Navigate to the municipality's Civic Access site.
2. Click **Login or Register** in the top right corner of the page.
3. Or click the **Login or Register** card on the page.



4. Click a sign-in option:
 - a. **Sign in with Google**
 - b. **Sign in with Apple**
 - c. **Sign in with Microsoft**
 - d. **Sign in with Facebook.**
5. Or if previously registered, type an **Email address** and **Password**.
 - a. Click **Sign in**.
6. If not registered, click **Sign up**.



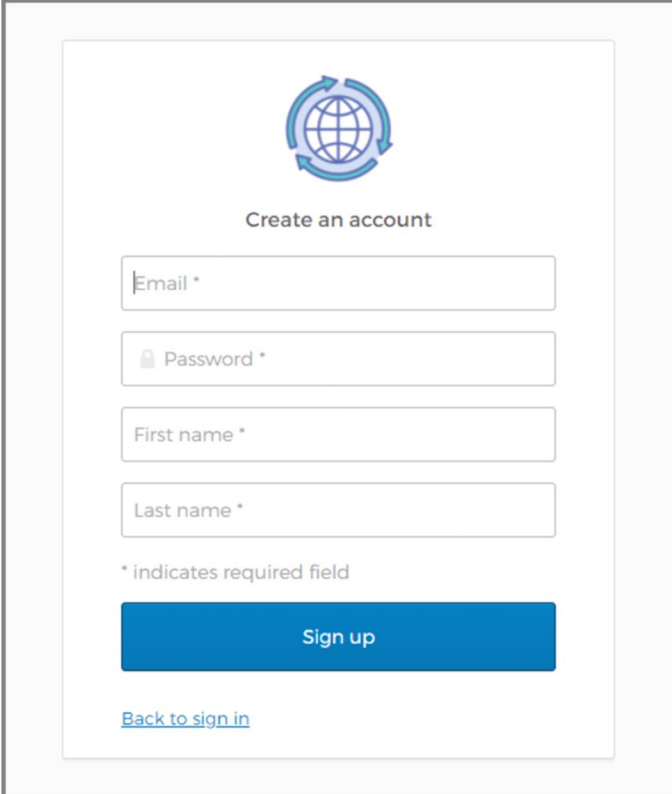
The screenshot shows a sign-in interface for community access services. At the top, there is a globe icon with circular arrows. Below it, the text reads "Sign in to community access services." There are four social media sign-in buttons: "Sign in with Google" (with the Google logo), "Sign in with Apple" (with the Apple logo), "Sign in with Microsoft" (with the Microsoft logo), and "Sign in with Facebook" (with the Facebook logo). Below these buttons is a horizontal line with "OR" in the center. Underneath, there are two input fields: "Email address" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a checkbox labeled "Remember me". A large blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there are three links: "Forgot password?", "Unlock account?", and "Help". At the very bottom, there is a link that says "Don't have an account? Sign up".




Create an Account

The application displays the **Create an account** page.

1. Type:
 - a. **Email**
 - b. **Password**
 - c. **First name**
 - d. **Last name**
2. Click **Sign up**.





Create an account

Email *

Password *

First name *

Last name *

* indicates required field

Sign up

[Back to sign in](#)

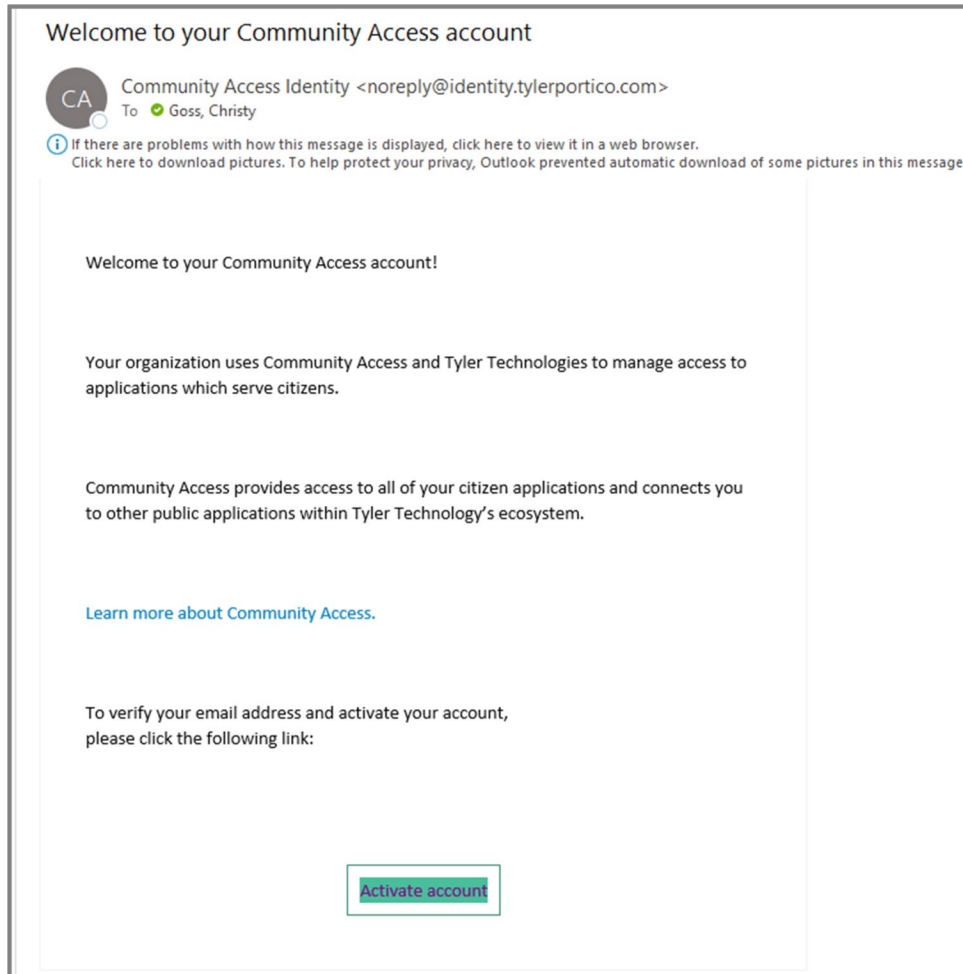
NOTE Required the fields are noted with an asterisk.



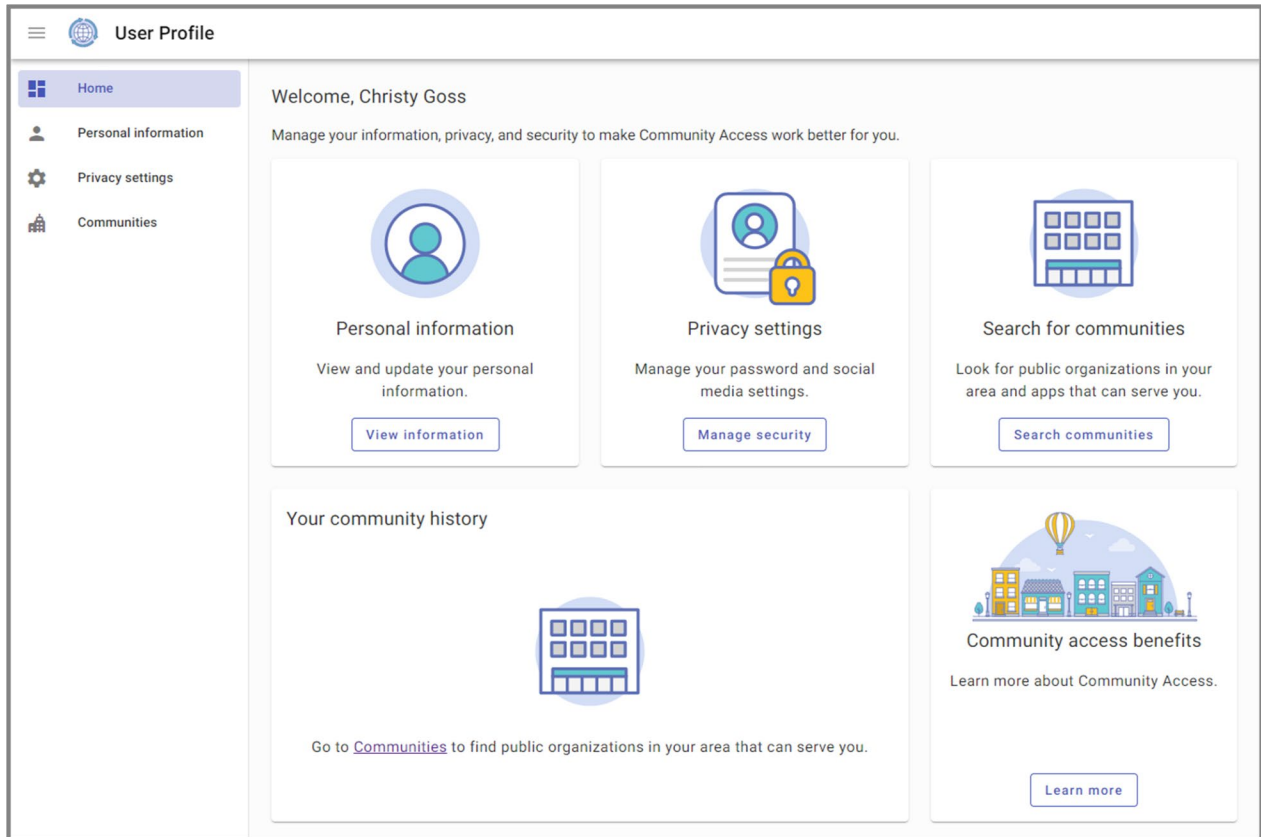
Activate the Account

The user receives an email.

1. Click **Activate account**.



The application displays the User Profile page.



2. Navigate back to the municipality's Civic Access site.



Acknowledgment

1. Type the **email address** and **password** used during registration.
2. Click **Continue**.

The screenshot shows the City of Tyler website header with the logo and tagline "Empowering our citizens". A navigation bar contains links for Home, Create Request, View Request, Apply, Search, Today's Inspections, Map, Fee Estimator, Pay Invoices, Utility Billing, Projects, Map Gallery, and Calendar. The main content area is titled "Registration" and shows "Step 1 of 3: Acknowledgement". Below this, a message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." A blue "Continue" button is positioned at the bottom left.

Personal Info

1. Select a **Contact Preference** from the dropdown.
2. Click **Next**.

The screenshot shows the City of Tyler website header and navigation bar. The main content area is titled "Registration" and shows "Step 2 of 3: Personal Info". The form includes the following fields: First Name (Christy), Middle Name, Last Name (Goss), Company, Contact Preference (dropdown menu), and Email Address (christy.goss@tylertech.com). A "Cancel Registration" link is in the top right. A "Back" button and a "Next" button are at the bottom. An asterisk indicates required fields.

NOTE Required the fields are noted with an asterisk.

