Login / Register
Login / Register

• To Login or Register into CSS, you can either:
  • Click on the “Login or Register” icon located on the Home Screen
  • Click in “Guest” located at the top right of the screen to activate the drop down menu and select either “Login” or “Register”
Registered User Log-In

• Fill out your username (Note: This is not necessarily the e-mail used in your old CAP account)
• Fill out your password
• Select the “Remember Me” check box
• Click on the blue “Log In” button
• Once you are logged in, CSS will open your user Dashboard where you will have access to all of your permits.
First Time User Registration

• Click on the “Register Here” link located at the bottom of the log-in screen to begin the registration process
First Time User Registration

• **Step 1: E-Mail Address:**
  - Submit a valid e-mail address.
  - You will receive a confirmation email to validate your address. Click on the “Confirm” button located at the bottom of the e-mail.
First Time User Registration

- **Step 2: Login Information:**
  - Create a unique username (this will be used to log-in instead of your e-mail unless you enter your e-mail as your username)
  - Create a password
  - Confirm your password
  - Click on the “I’m not a robot” reCAPTCHA checkbox located at the top of the screen
  - Select the “Next” button
First Time User Registration

- **Step 3: Personal Info:**
  - Enter your personal information such as Name, Company and Contact Preference
  - Select the “Next” button
First Time User Registration

• **Step 4: Address:**
  • Enter your mailing address information in the appropriate fields and select the “Mailing” Address Type located at the bottom of the screen.
  • Select the “Submit” button
User Dashboard

• Once you have successfully logged in, your user Dashboard will be displayed and additional black menu selections will be displayed.

• From here you can see any permits that need immediate attention, view your plans, schedule inspections, pay invoices and more…