

# How to Create a Citizen Self Service Account

<https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home>

To register for an account, click on “Register” or “Guest”

The screenshot shows the Tyler Citizen Self Service homepage. At the top left is the Tyler Technologies logo. To the right of the logo is the text 'Citizen Self Service'. In the top right corner, there is a user greeting 'Good Morning, Guest' with a dropdown arrow. Below this is a dark navigation bar with the following items: 'Apply', 'Home', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The main content area is titled 'Welcome to Self Service' and contains six white tiles with blue icons and text. The tiles are: 1. Search Public Records (magnifying glass icon), 2. Apply (clipboard icon), 3. Login or Register (two people icon), 4. Pay Invoice (dollar sign icon), 5. Map (location pin icon), and 6. Calendar (calendar icon). The 'Login or Register' tile is highlighted with a red border.

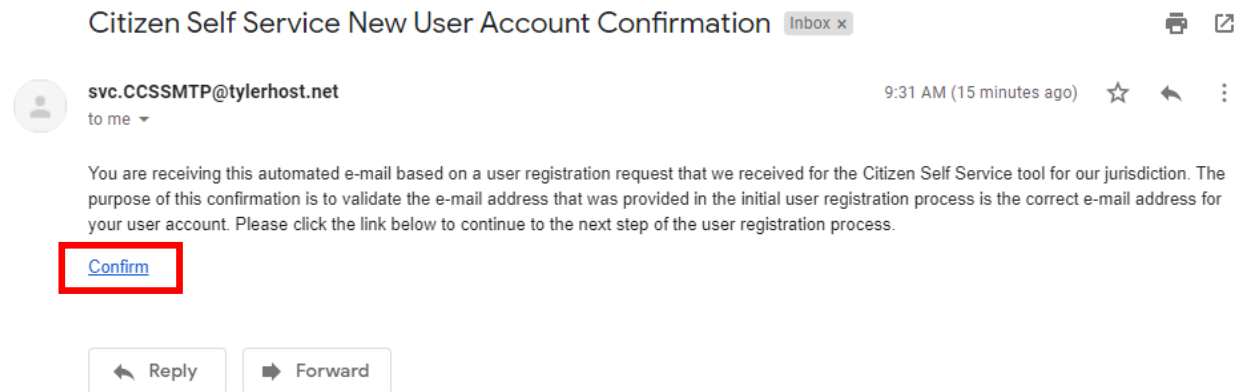
Type in email address that will be used for the account. (If a company, keep in mind multiply people might need access.)

An email confirmation should be sent to the account.

The screenshot shows the Tyler Citizen Self Service registration page. At the top left is the Tyler Technologies logo. To the right of the logo is the text 'Citizen Self Service'. In the top right corner, there is a user greeting 'Good Morning, Guest' with a dropdown arrow. Below this is a dark navigation bar with the following items: 'Apply', 'Home', 'Today's Inspections', 'Map', 'Report', 'Search', and 'Calendar'. The main content area is titled 'Registration' and contains a progress indicator 'Step 1 of 4: Email Address'. Below this is a form with an 'Email' field containing 'cityofamarillobs1740@gn' and a 'Next' button. The form is highlighted with a red border.

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

## Open email and click on “Confirm”



### Step 2 of 4: Login Information:

- Create a “Username”, “Password”, and “Confirm Password”.
- Next do “I’m not a robot”
- After everything is filled click “Next”

The screenshot shows the Tyler Citizen Self Service registration page. The header includes the Tyler logo and "Citizen Self Service technologies". The navigation bar has links for "Apply", "Home", "Today's Inspections", "Map", "Report", "Search", and "Calendar". The main content area is titled "Registration" and "Step 2 of 4: Login information". There is a "reCAPTCHA" section with an "I'm not a robot" checkbox. Below this are three required input fields: "Username", "Password", and "Confirm Password". The "Email" field is pre-filled with "cityofamarillobs1740@gmail.com". A "Next" button is at the bottom. A "REQUIRED" label is visible in the top right corner of the form area.

### Step 3 of 4: Personal Info

- Fill in “First Name”, “Last Name”, “Company” (if applicable).
- Select “Contact Preference” and fill in any additional information
- Click “Next”



Good Morning, [Guest](#)

[Apply](#) [Home](#) [Today's Inspections](#) [Map](#) [Report](#) [Search](#) [Calendar](#)

#### 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

\* Email Address

[Additional Contact Information](#)

[Back](#)

[Next](#)

## Step 4 of 4: Address

### Fill in:

- **Numeric Value: Number only**
- **Pre Direction: if applicable**
- **Street Name**
- **City**
- **State**
- **Postal Code**
- **Select “Address Type”**

Once done, click “Submit”

The screenshot shows the Tyler Citizen Self Service registration form. At the top left is the Tyler Technologies logo with the text "tyler Citizen Self Service technologies". At the top right, it says "Good Morning, Guest". Below this is a dark navigation bar with links: "Apply", "Home", "Today's Inspections", "Map", "Report", "Search", and "Calendar". The main content area is titled "Registration" and has a sub-header "Step 4 of 4: Address". The form fields are as follows:

- Country Type: US (dropdown)
- \* Numeric Value: 808 (text input)
- Pre Direction: S (dropdown)
- Street Name: Buchanan (text input)
- Street Type: ST (dropdown)
- Unit Or Suite: (empty text input)
- City: Amarillo (text input)
- State: TX (dropdown)
- Postal Code: 79101 (text input)
- County: (empty text input)
- \* Address Type: Mailing (dropdown)

At the bottom of the form are two buttons: "Back" and "Submit". A red asterisk and the word "REQUIRED" are positioned to the right of the Country Type field.

After clicking on “Submit”, the account will open and is ready for use.