

# How to Use EnerGov Citizen Access Portal

## Creating a New Account / Logging In


### Step 1



Create a New Account

### Step 2

* First Name:	<input type="text"/>
* Last Name	<input type="text"/>
Company:	<input type="text"/>
* Phone #:	<input type="text"/> <input type="text"/> <input type="text"/>
* Email:	<input type="text"/>
* Re Enter Email:	<input type="text"/>
* Password:	<input type="password"/>
* Re Enter Password:	<input type="password"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
* Zip:	<input type="text"/>

 Submit

**Step 1:** To create a new Citizen Access Portal account, click the “**Create New Account**” button in the middle of the screen, which will direct you to a sign up page.

**Step 2:** Fill out the required information (indicated with a **red \***). After the form is filled out, click the “**Submit**” button, and your request will be sent in to your local authority. You will be notified by email when your account has been approved and ready for Citizen access portal.

**Step 3:** To Log into your Citizen Access Portal account, use the sign in area on the right side of the screen. Enter your email and password (setup when you created your account) and click “**Log In**”.

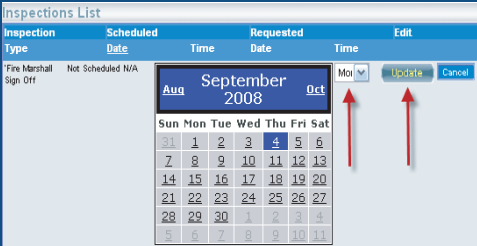
## Requesting Inspections For Permits

### Step 2



**Step 1:** First, in order to request an inspection, you must have already received a permit from your local governing body. If you do not have any permits listed when the **“Search My Permit”** button is clicked on the left hand menu, please call your local government to apply for one, or refer to page 1 on how to submit a new permit application online.

### Step 3



**Step 2:** Click the **“Search My Permits”** button on the menu located on the left hand side of the screen. Select the permit you wish to request an inspection for by clicking the [blue link](#).

**Step 3:** Once you are on the permit screen, scroll to the bottom of the page to see the list of available inspections. Click the Calendar to right of the desired inspection type (**Note: Invoices must be paid before this action can be performed**) and choose your preferred month and day. Next select the time of day you wish to have the inspection, and click the **“Update”** button. Your request will be forwarded to your local government, and you will be notified once the time has been confirmed.