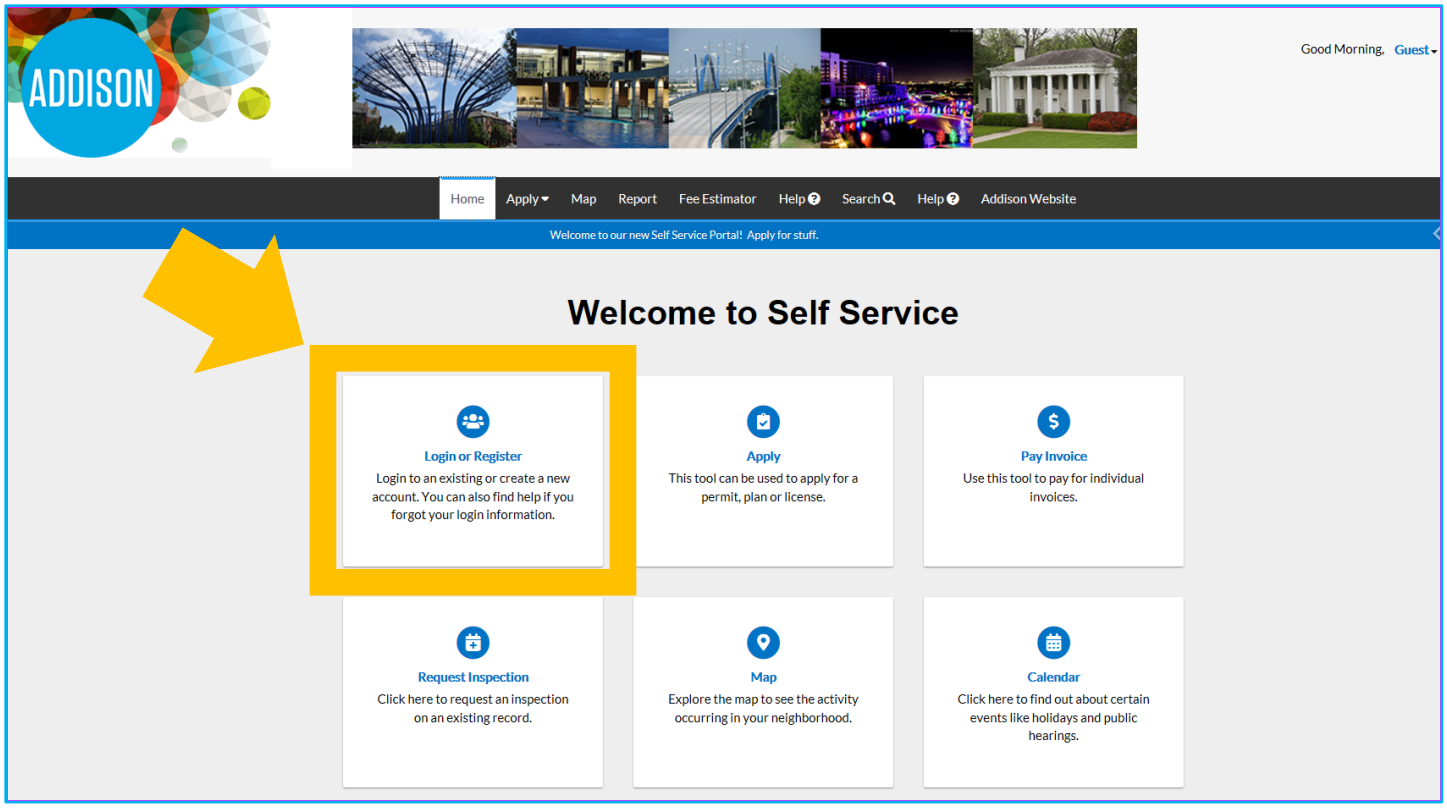
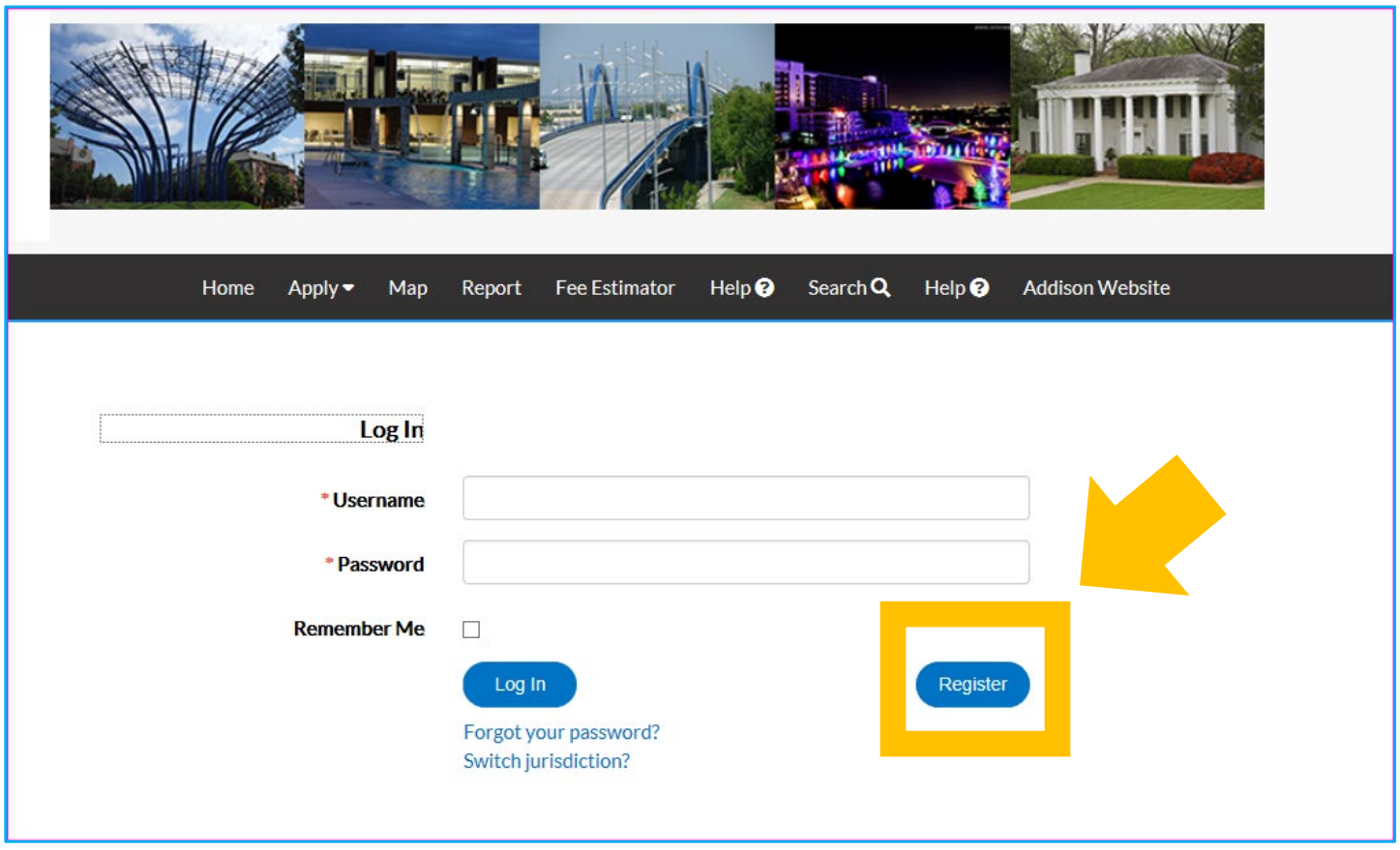
How to Register in Self Service (CSS) Portal

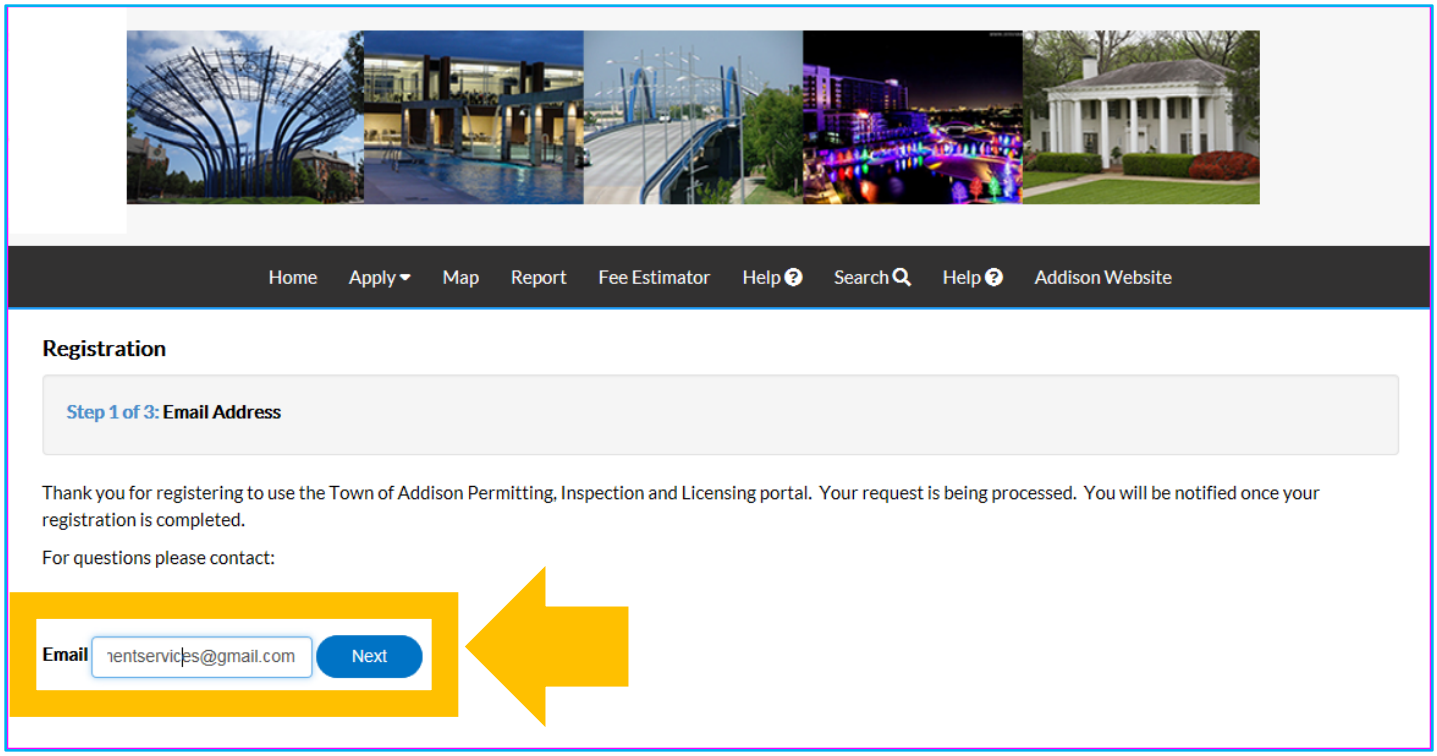
Step 1. From the CSS home page, click the Login or Register icon.



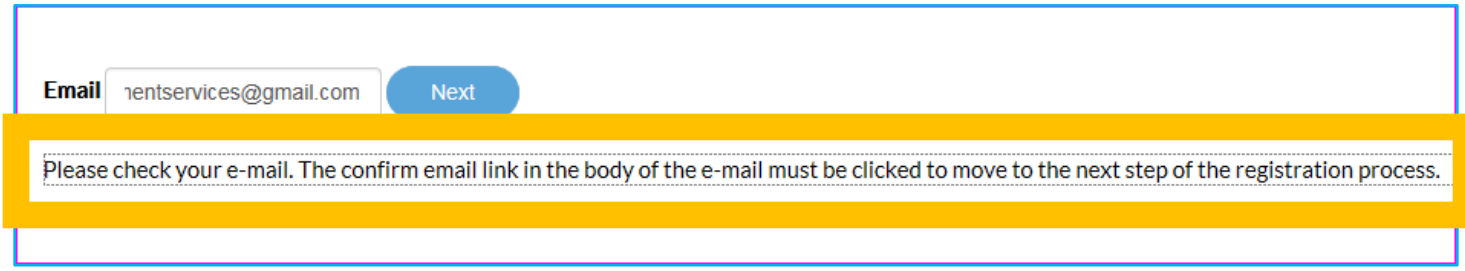
Step 2. On the Log In page, click Register.



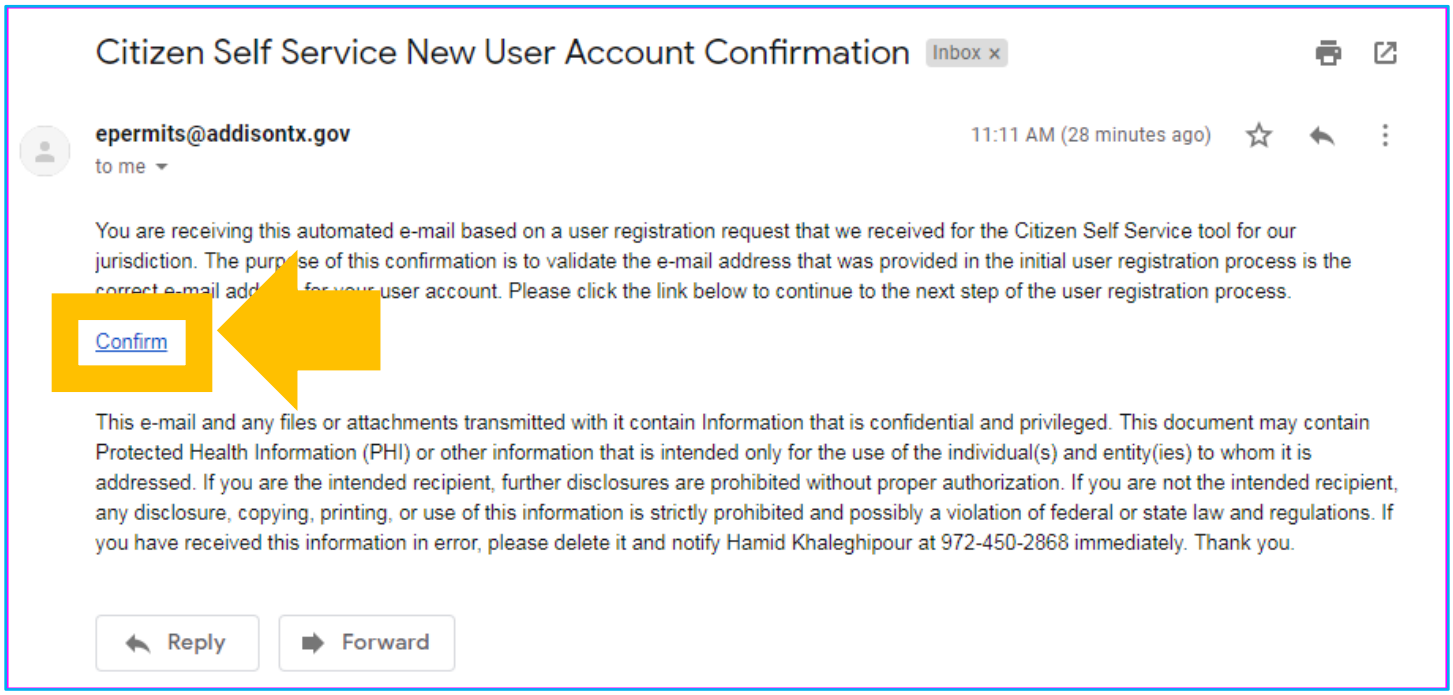
STEP 3. ENTER YOUR EMAIL ADDRESS AND CLICK NEXT.



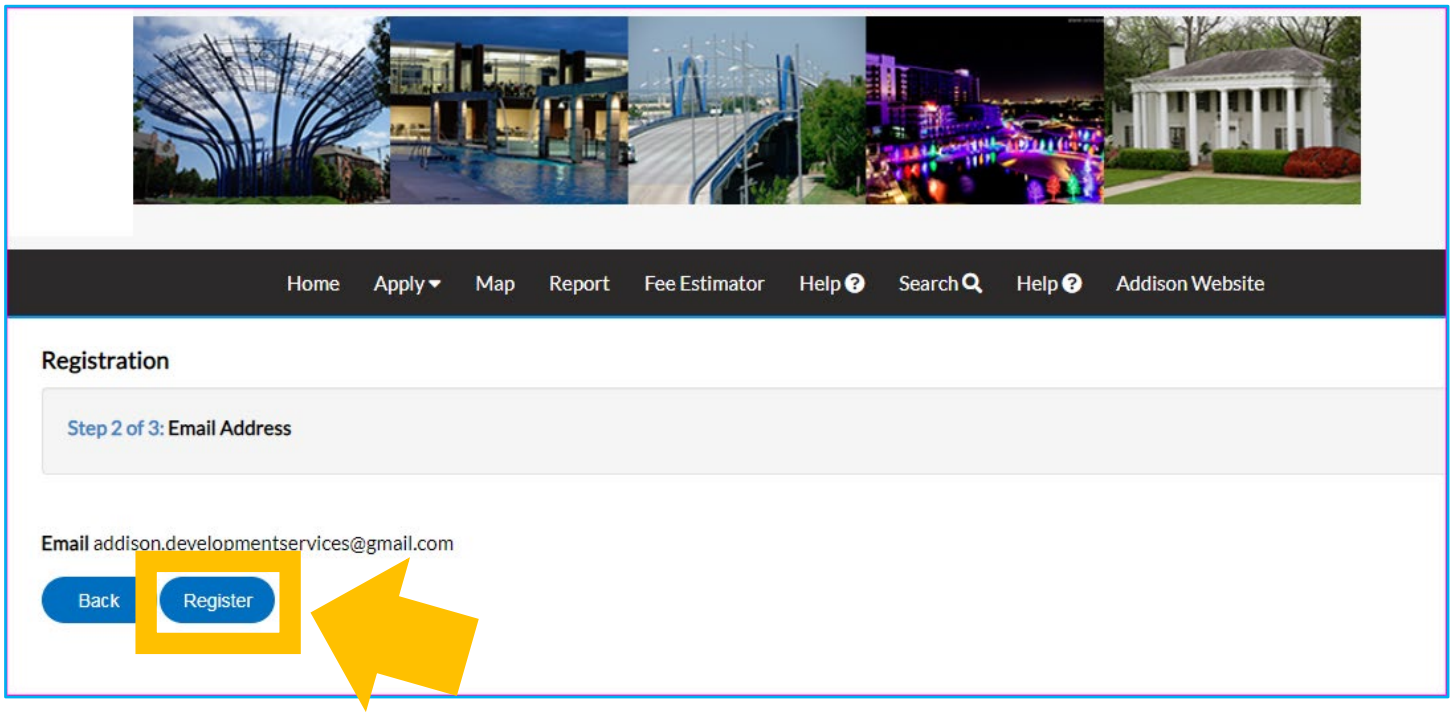
STEP 4. YOU WILL BE PROMPTED TO CHECK YOUR EMAIL FOR THE CONFIRMATION LINK.



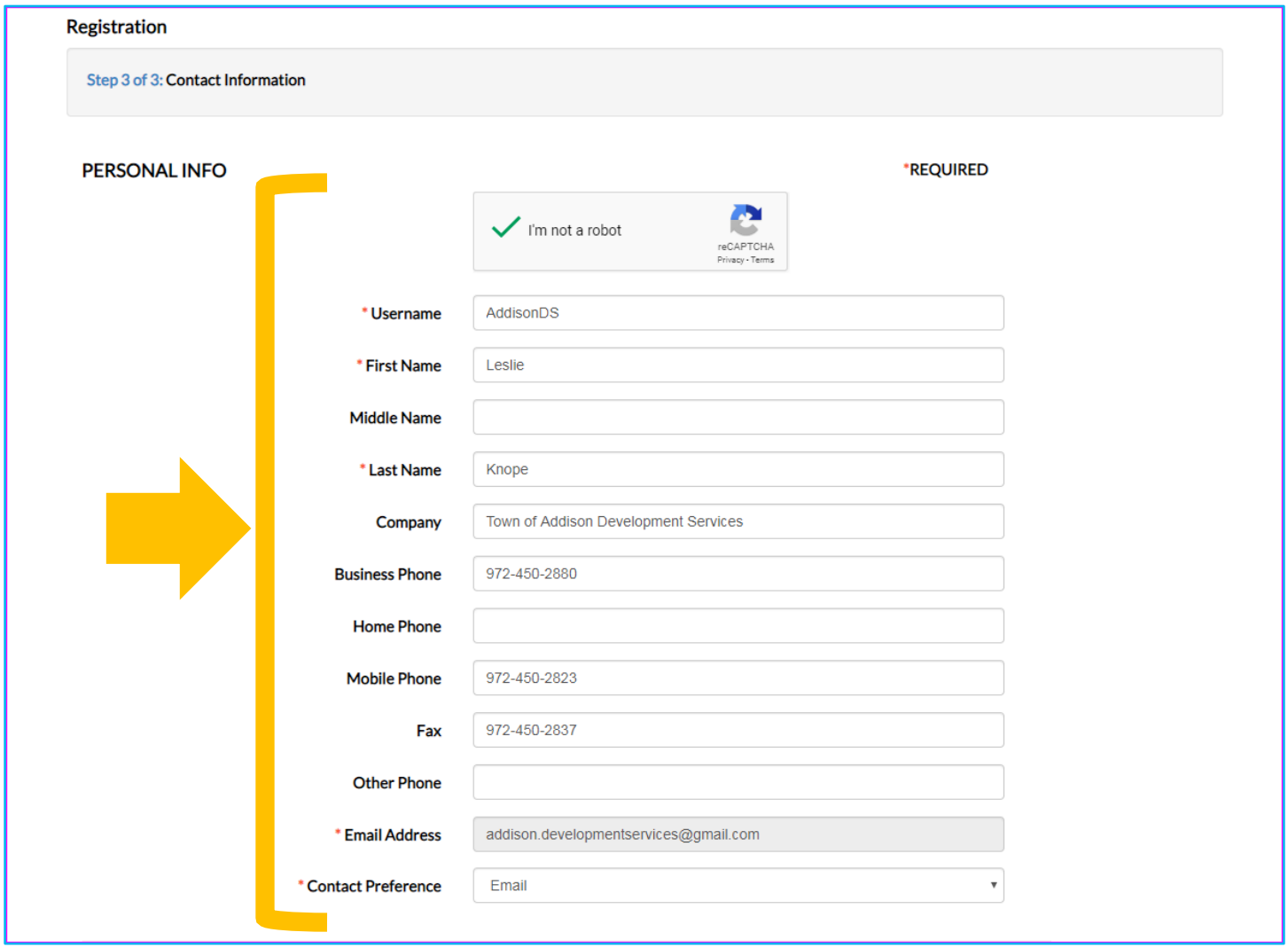
STEP 5. CHECK YOUR EMAIL. YOU SHOULD HAVE RECEIVED AN EMAIL FROM EPERMITS@ADDISONTX.GOV. CLICK CONFIRM.



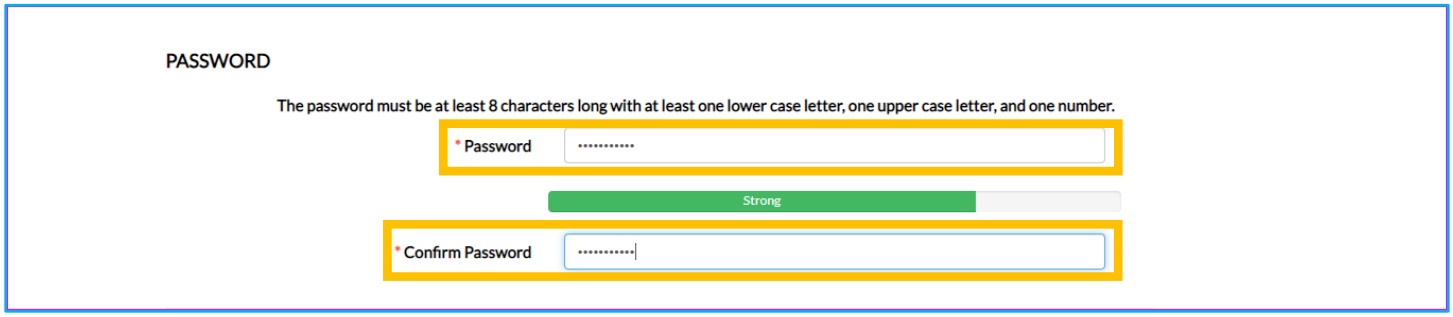
STEP 6. YOU WILL BE REDIRECTED BACK TO THE CSS PORTAL. CLICK REGISTER.



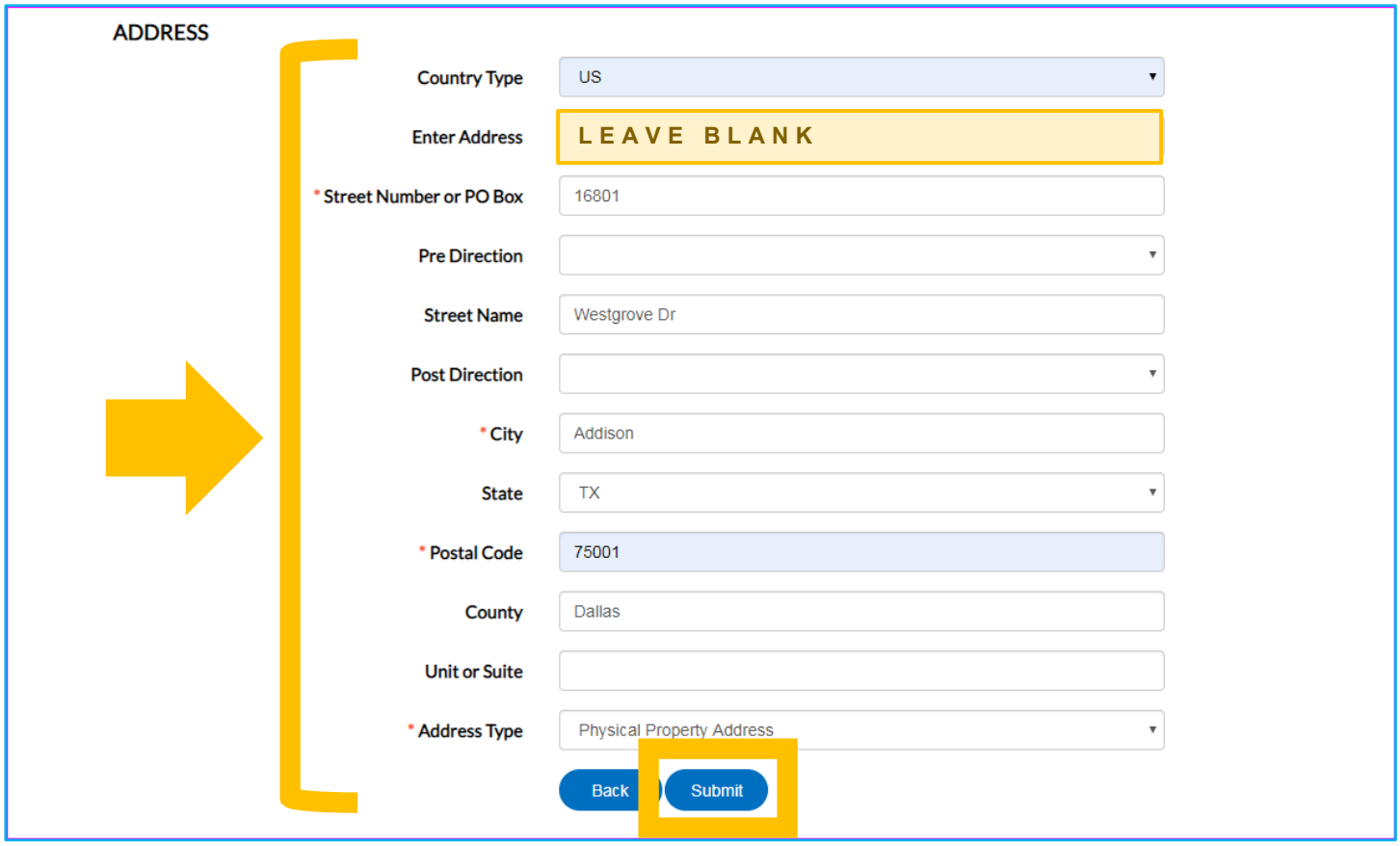
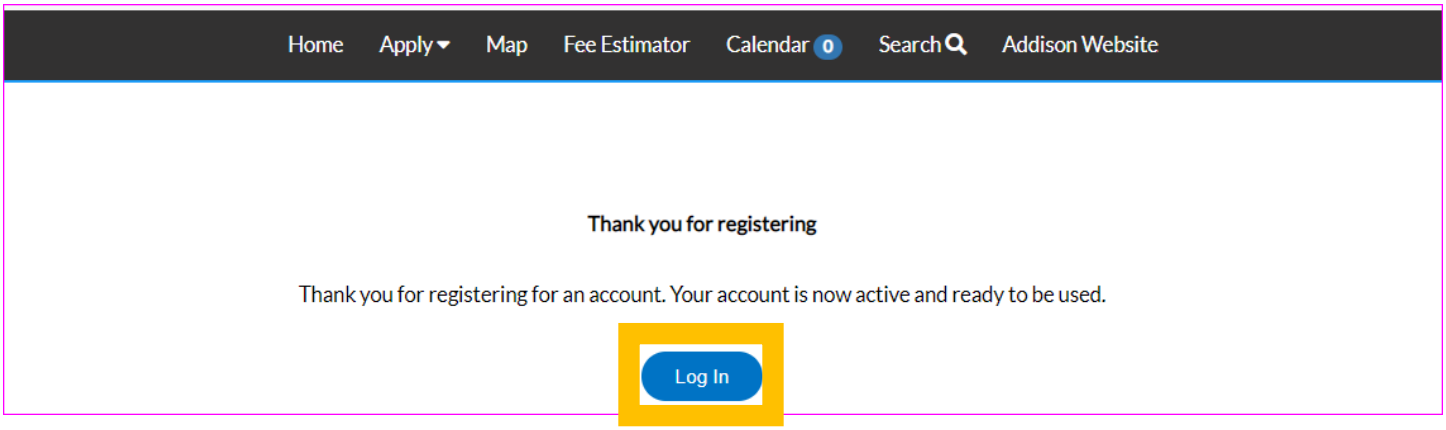
STEP 7. YOU WILL BE PROMPTED TO ENTER YOUR CONTACT INFORMATION. WHILE NOT ALL FIELDS ARE REQUIRED, WE ENCOURAGE YOU TO PROVIDE AS MUCH ADDITIONAL



STEP 8. CREATE AND CONFIRM YOUR PASSWORD. YOUR PASSWORD MUST BE AT LEAST 8 CHARACTERS LONG WITH AT LEAST ONE LOWER CASE LETTER, ONE UPPER CASE



STEP 9. ENTER YOU ADDRESS INFORMATION. AGAIN, WHILE NOT ALL FIELDS ARE REQUIRED, WE ENCOURAGE YOU TO PROVIDE AS MUCH INFORMATION AS POSSIBLE. DOUBLE CHECK ALL THE ENTERED INFORMATION AND CLICK SUBMIT.



STEP 10. YOU WILL ARRIVE AT A CONFIRMATION PAGE. IN ORDER TO PROCEED WITH PERMIT OR PLAN APPLICATION, PLEASE LOG INTO YOUR NEWLY CREATED ACCOUNT.