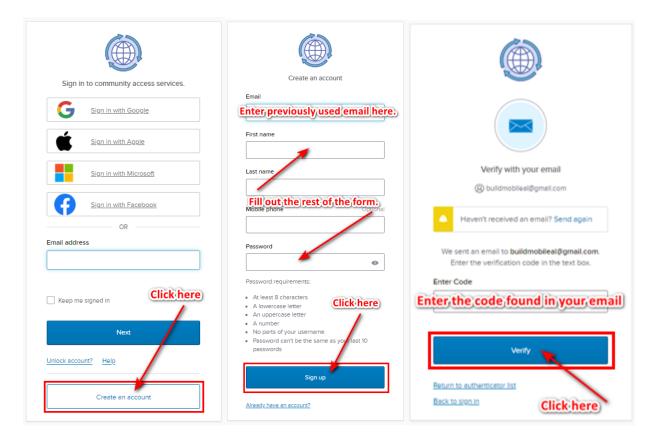


## **New User Instructions**

Click on this link: City of Mobile CSS

At the top right corner, click "Login or Register." At the next screen, click <u>Create an account</u> at the bottom, then fill in the appropriate information. Please be sure to write down your password.

You will then need to access your email to verify your registration. The email will be from Community Access Identity (noreply@identity.tylerportico.com) with a subject line Welcome to your Community Access Account. If you do not see the email in your Inbox, check your Junk or Spam folder. In some instances, you might need to add this email domain to your approved list. The code will be at the bottom of the email.



The next section has three Steps:

Step 1 of 3: Acknowledgement that the City must approve and link your account appropriately.

Step 2 of 3: Personal info

Step 3 of 3: Address

Once submitted, your account will be reviewed, approved, and linked appropriately if necessary to a company.

## Registration Step 1 of 3: Acknowledgement I realize I will not be able to log in until the City has reviewed and approved my registration. realize I will not be able to log in until the City has reviewed my registration. It is typically approved same day and no notification is normally given. Check the box and click Continue Registration Step 2 of 3: Personal Info Please fill in this form as necessary. \*REQUIRED Marion First Name Middle Name McElroy Last Name Company \* Contact Preference Email buildmobileal@gmail.com \* Email Address Additional Contact Information \* Business Phone \* Home Phone \* Mobile Phone Registration Step 3 of 3: Address Please fill out this form as necessary. \*REQUIRED \* Address Street address, P.O. box. (required) Apartment, suite, unit, floor, (optional) City State Postal Code Thank you for registering Thank you for requesting a new user account - your account will be activated after it has been reviewed. Return to Home

Your account will be approved and linked appropriately.