

Development Registering in Service (CSS)

How to Register in the portal to apply online

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Services – Citizen Self

Citizen Self Service

CSS Registration

1. From the CSS welcome page, click “Sign Up”

The screenshot shows the top navigation bar with links for Home, Map, Search, Help, and Calendar. Below the navigation bar is a blue banner with the text "Welcome to the McKinney, TX Citizen Self Service Portal!". The main content area is titled "Welcome" and contains a welcome message. On the left, there are three search tool cards: "Search Permits", "Search Plans", and "Search Inspections". On the right, there are sections for "Not a Member? Register.", "Today's Inspections", and "Login". A yellow arrow labeled "1" points to the "Sign Up" button in the "Not a Member? Register." section.

2. Enter your email address
3. Click “Next”
4. You will receive a message telling you to check your email

The screenshot shows the "Registration" section with a sub-header "Step 1 of 3: Email Address". Below this is the instruction "Your e-mail address is your username." and a form with an "Email" input field containing "mckinneydevelopmentse" and a "Next" button. A yellow arrow labeled "2" points to the "Email" input field, a yellow arrow labeled "3" points to the "Next" button, and a yellow arrow labeled "4" points to the instruction text below the form. Below the form is a dashed line with the text "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."

5. Open the email you received and click "Confirm"

Citizen Self Service New User Account Confirmation Inbox x



noreply@mckinneytexas.org

to me ▾

You are receiving this automated e-mail based on an user registration request th
user registration process is the correct e-mail address for your user account. Ple

[Confirm](#)

5

The material in this e-mail is intended only for the use of the individual to whom i
be advised that the unauthorized review, use, disclosure, duplication, distribution
and destroy all electronic and paper copies of the original message and any atta
attachments (if any). Thank You.

6. When you arrive back in CSS, click "Register"

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email mckinneydevelopmentservices@gmail.com

Back

Register

6

7. While only some of the fields are required we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.
8. Please choose the way you prefer to be contacted

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

*REQUIRED

| | | |
|---|----------------------|--|
| | * First Name | <input type="text" value="Jane"/> |
| | Middle Name | <input type="text"/> |
| | * Last Name | <input type="text" value="Doe"/> |
| | Company | <input type="text" value="City of McKinney"/> |
| 7 | Business Phone | <input type="text" value="972-547-0000"/> |
| | Home Phone | <input type="text"/> |
| | Mobile Phone | <input type="text" value="972-547-0001"/> |
| | Fax | <input type="text" value="972-547-0002"/> |
| | Other Phone | <input type="text"/> |
| | * Email Address | <input type="text" value="mckinneydevelopmentservices@gmail.com"/> |
| 8 | * Contact Preference | <input type="text" value="Email"/> |

9. Choose a password. Your password must be a **minimum of six characters with at least one digit and one uppercase letter.**

PASSWORD

| | | |
|---|--------------------|--|
| 9 | * Password | <input type="password" value="....."/> |
| | | <div style="background-color: #4CAF50; width: 80%; text-align: center; padding: 2px;">Strong</div> |
| | * Confirm Password | <input type="password" value="....."/> |

10. Please fill out your address in the final section. Remember - while only some of the fields are required we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.
11. If you're a robot, don't click here!
12. Click "Submit"

ADDRESS

The form contains the following fields and elements:

- Country Type:** A dropdown menu with "United States" selected.
- Enter Address:** A text input field with a red border and the text "LEAVE BLANK" inside.
- * Street Number:** A required text input field.
- * Street Name:** A required text input field.
- * City:** A required text input field.
- State:** A dropdown menu.
- * Postal Code:** A required text input field.
- County:** A text input field.
- * Address Type:** A dropdown menu with "Billing" selected.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- Buttons:** "Back" and "Submit" buttons.

Yellow arrows with numbers indicate the following steps:

- Arrow 10 points to the "Enter Address" field.
- Arrow 11 points to the "I'm not a robot" checkbox.
- Arrow 12 points to the "Submit" button.

13. You will arrive at a confirmation page and can login, if you are ready to proceed.

McKINNEY™
T E X A S
"Unique by nature."

Good Afternoon, [Guest](#)

Home Map Search Help Calendar

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

