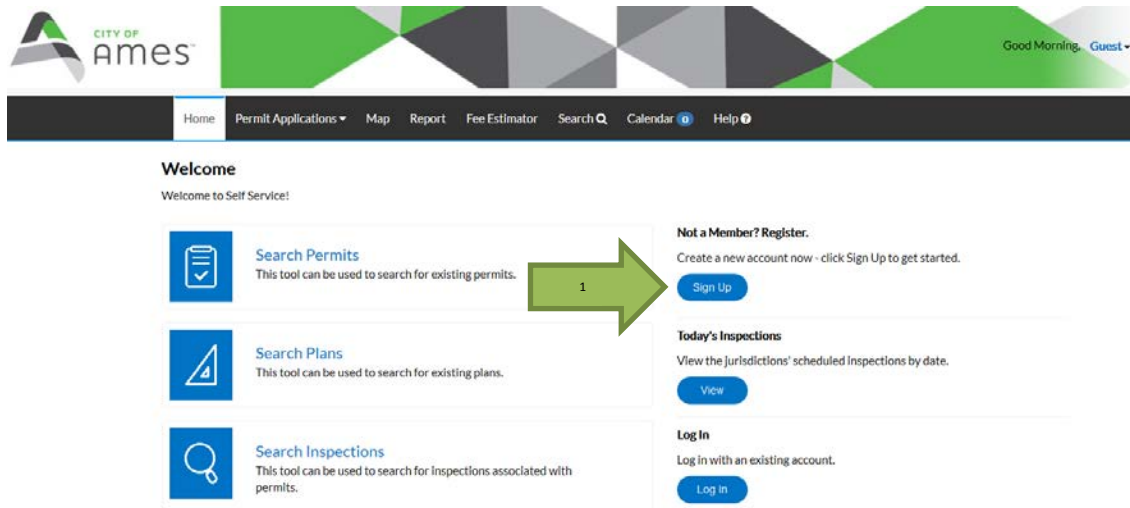


# How to Register for CSS

1. From the CSS home page, Click "Sign Up".



2. Enter your email address and click "Next"

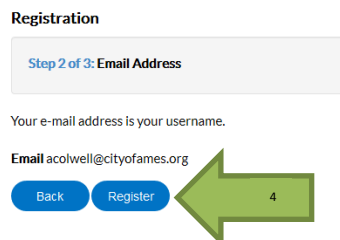


3. A confirmation email will be sent to you. Once you receive the email open it and click on confirm. The Confirm button will open CSS for the remaining steps.

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

4. Once CSS opens, click Register



# How to Register for CSS

5. Fill in your personal information. The fields with a red asterisk are the only required fields, but we recommend filling in all fields, if possible.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO \*REQUIRED

\* First Name

Middle Name

\* Last Name

Company

Business Phone

Home Phone

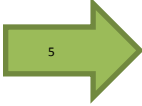
Mobile Phone

Fax

Other Phone

\* Email Address

\* Contact Preference



6. Create a Password and Confirm the created Password. The Password must be at least 8 characters with at least one lower case letter, one upper case letter, and one number.

## PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password

Strong

\* Confirm Password

7. Fill in the address information with your BILLING address and choose Billing Address in the Address Type field. Click the white box by “I’m not Robot” and then click “Submit”.

## ADDRESS

Country Type

Enter Address

\* Street Number

\* Street Name

\* City

State

\* Postal Code


County

Unit or Suite

\* Address Type

Verification expired. Check the checkbox again.

I'm not a robot

 RECAPTCHA  
Privacy - Terms

[Back](#) [Submit](#)

8. That concludes the registration process. The account will be activated upon approval by the Inspections Staff. Thank you for registering with the City of Ames!