1 – To create a Citizen Access account click here. You will be taken to a screen like the one below. Click on “Register Now.”

2 – Read and accept the terms. Click “Continue Registration.”
3 - Create a Username. Your username needs to be 4 to 32 characters long. It may contain letters, numbers, and special characters.
Enter your email address.
Create a password. Your password needs to be 8 to 20 characters. It may contain letters and numbers.
Enter the same password again.
Create a security question. Enter an answer to your security questions (20 characters max).

4 – Scroll down. Under Contact Information, click “Add New.”

A box will appear that says Select Contact Type.

The drop-down menu shows a list of descriptors. Select one from the list that best describes you in relation to your property (for example: owner, property manager, other interested party etc.). You may need to provide more information on your property based on your response.

Select “Continue.”
5 – Another box will open. Enter your contact information including name, address, etc. All fields noted with a red asterisk * are required fields. Please include your phone number in case we need to contact you. Click “Continue” once you’ve finished.

6 – You will be taken back to the screen with your Login and Contact information where everything will now be filled in. Click “Continue Registration.”

7 – You will now have successfully created an account! Write down your username and password information for future use.