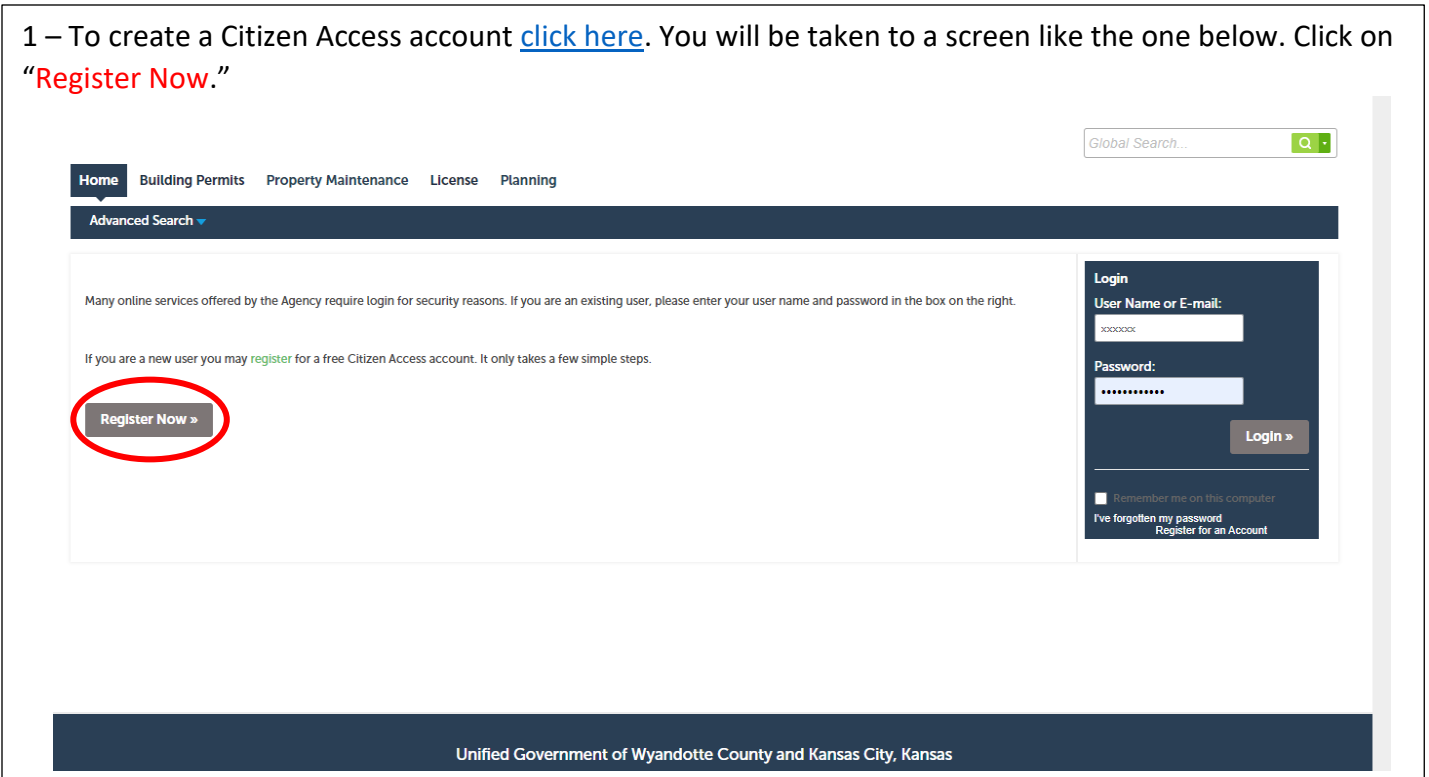
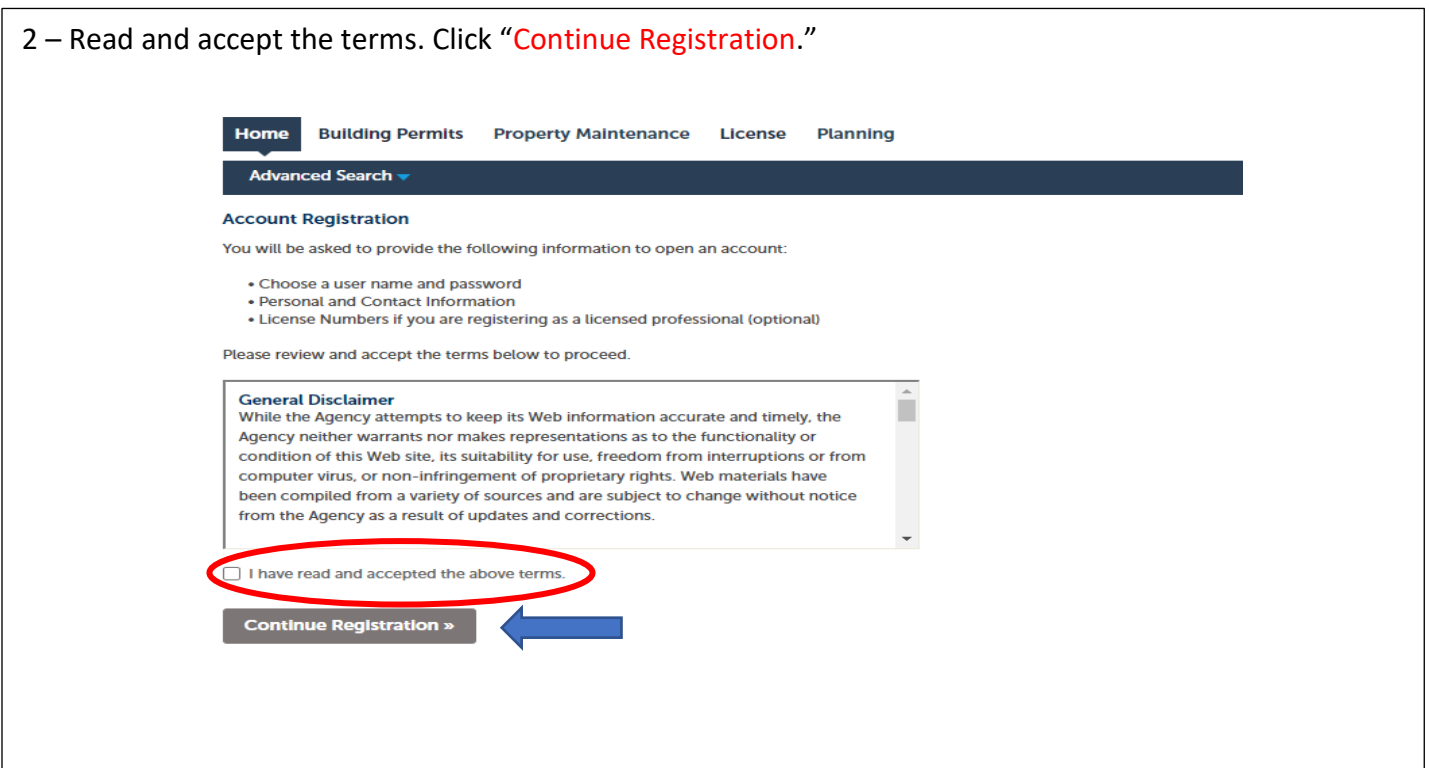


# How to Create an Account with the Neighborhood Resource Center's Citizen Access

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).

\* indicates a required field.

### Login Information

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

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

### Contact Information

Choose how to fill in your contact information.

Add New



Continue Registration >

A box will appear that says Select Contact Type.

### Select Contact Type

\* Type:

Continue Discard Changes

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.

Permits Property Maintenance License Planning

Global Search

### Contact Information

\*First: Middle: \*Last:

Name of Business:

Country: United States

\*Address Line 1:

\*City:

\*State: --Select--

\*Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

contact information

ired. Please add one record.

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.”

#### Login Information

\*User Name:

\*E-mail Address:

\*Password:

\*Type Password Again:

\*Enter Security Question:

\*Answer:

#### Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Home phone:  
Mobile Phone:  
Work Phone:  
Fax:  
Edit Remove

Continue Registration »

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