

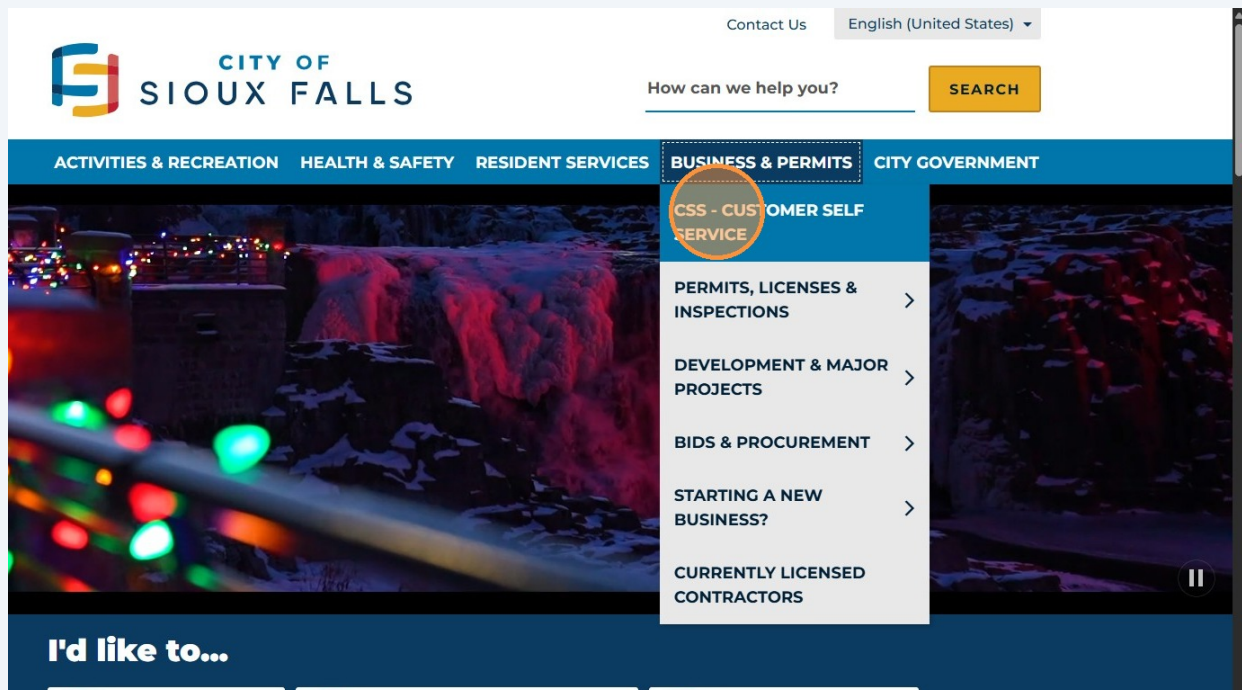
Setting Up a CSS Account

1 Go to www.sioxford.gov

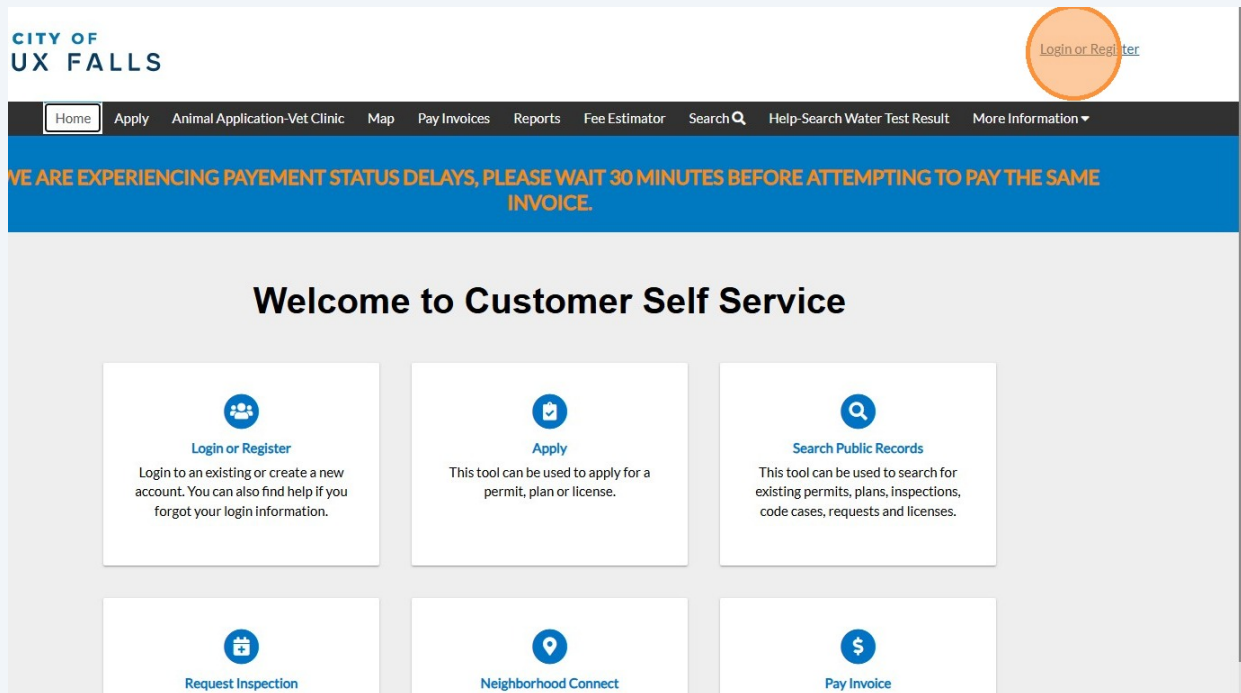
Click on or hover 'Business & Permits'

Click "CSS - Customer Self Service"

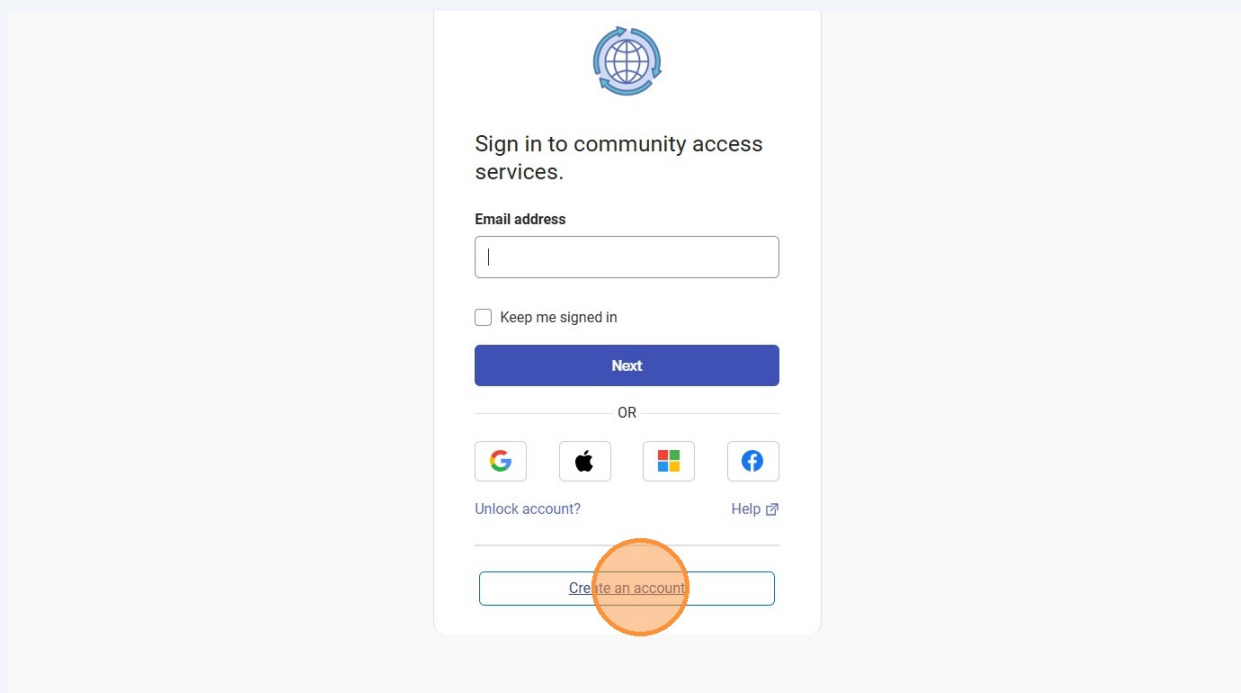
It may take up to 48 hours for your account to be approved.



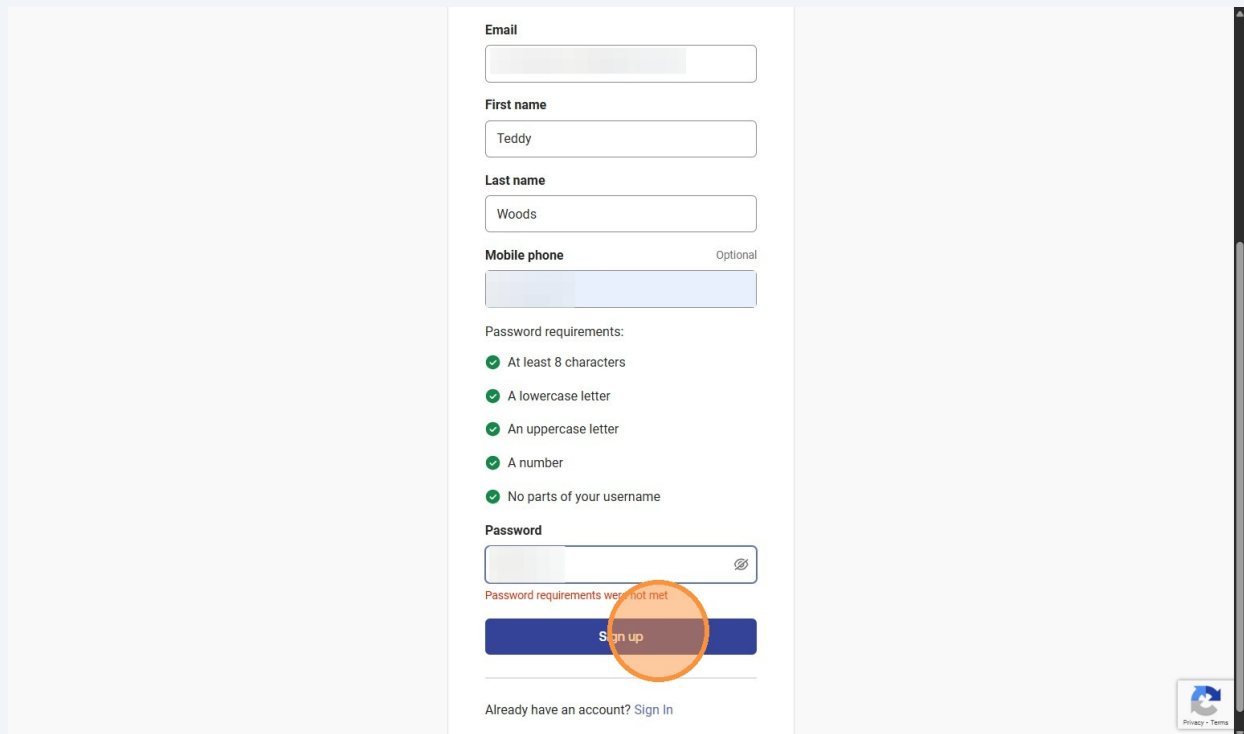
2 Click "Login or Register"



3 Click create account



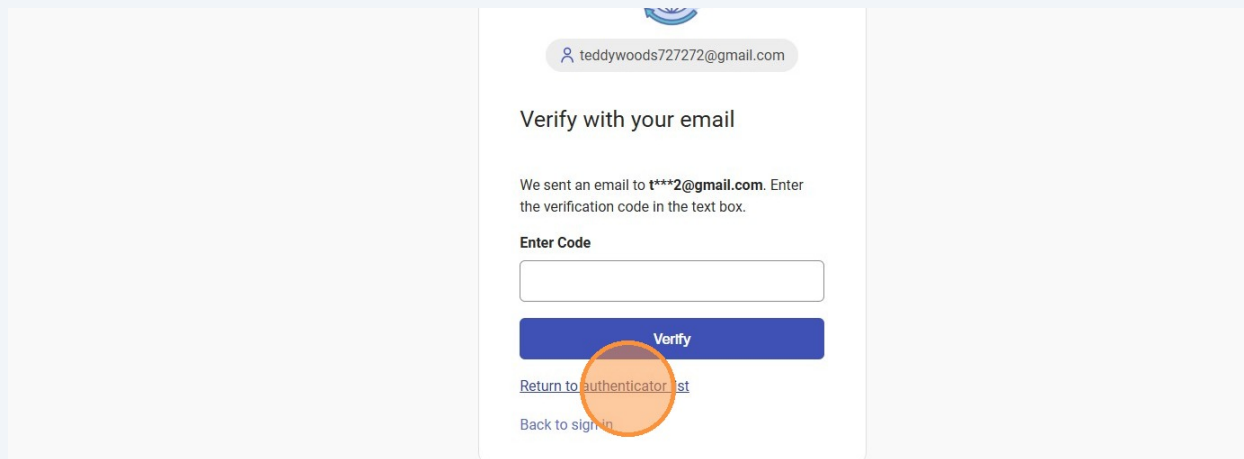
4 Click "Sign up"



The screenshot shows a sign-up form with the following fields and elements:

- Email**: A text input field.
- First name**: A text input field containing "Teddy".
- Last name**: A text input field containing "Woods".
- Mobile phone**: A text input field with the label "Optional" to its right.
- Password requirements**: A list of five requirements, each with a green checkmark:
 - At least 8 characters
 - A lowercase letter
 - An uppercase letter
 - A number
 - No parts of your username
- Password**: A text input field with a toggle icon on the right.
- Sign up**: A blue button with the text "Sign up" highlighted by an orange circle.
- Already have an account? Sign In**: A link at the bottom of the form.
- Privacy - Terms**: A small icon in the bottom right corner.

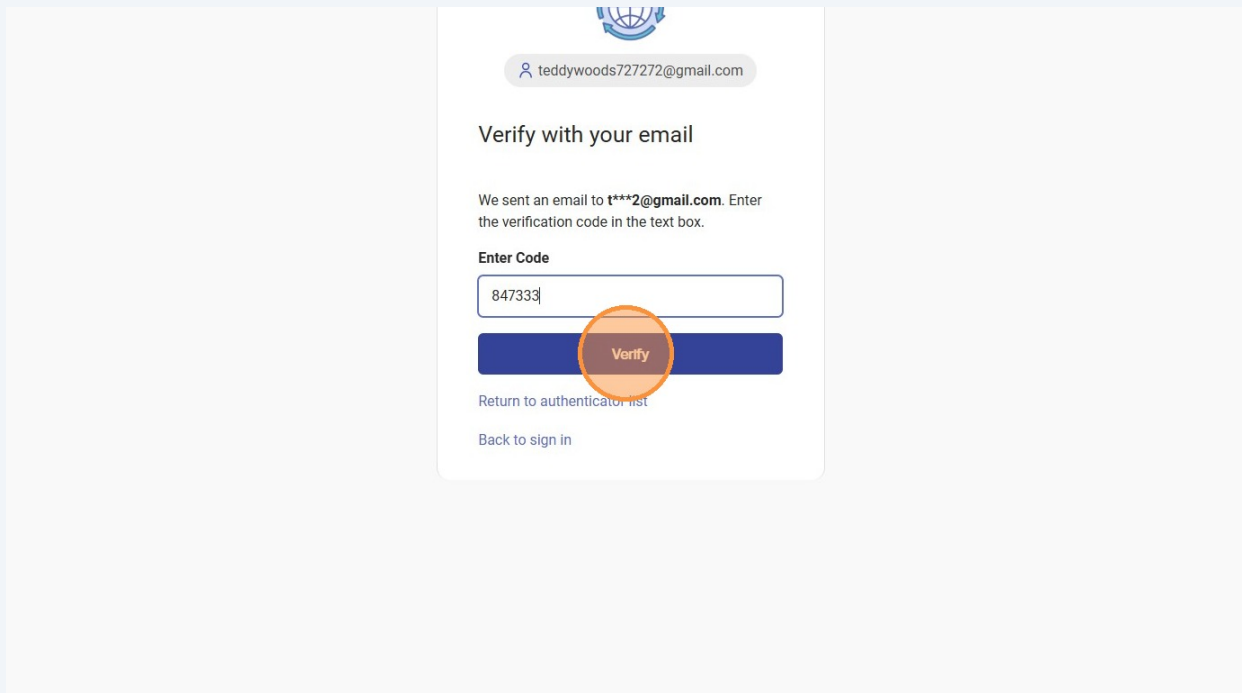
5 Check your email for a "Community Access ID" email. There should be a 6 digit code. Enter that code into the space.



The screenshot shows a verification page with the following elements:

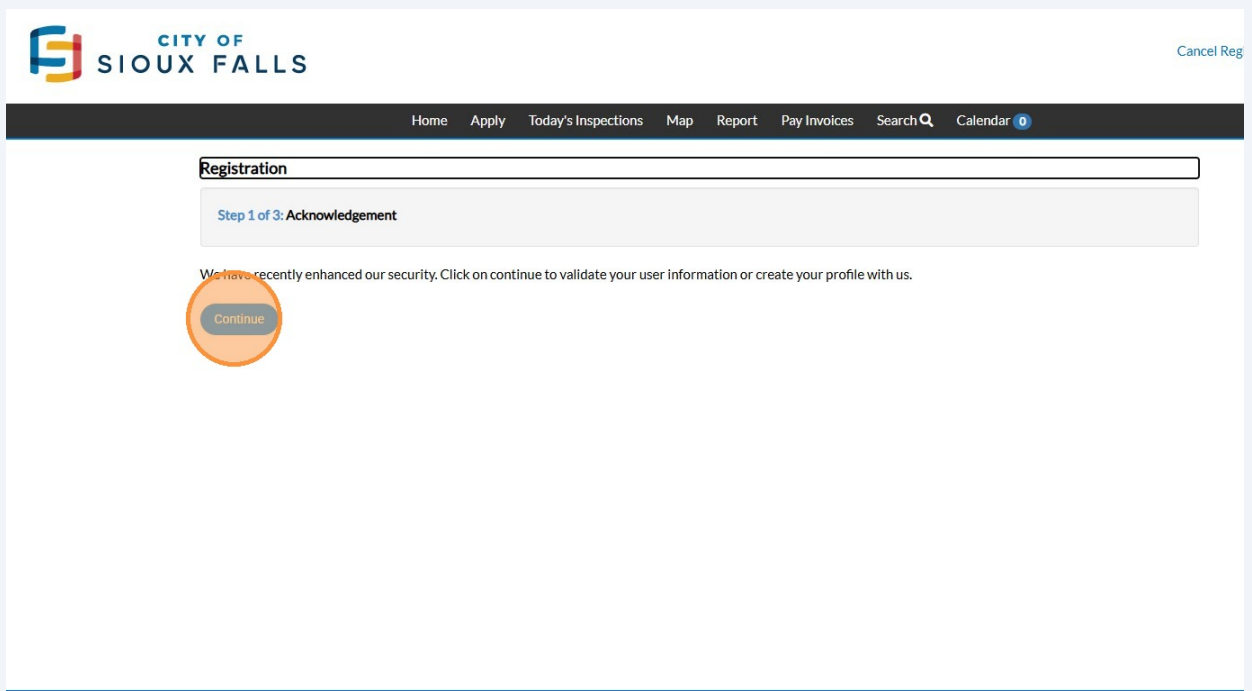
- teddywoods727272@gmail.com**: A header element with a user icon and email address.
- Verify with your email**: A section header.
- We sent an email to t***2@gmail.com. Enter the verification code in the text box.**: A message explaining the next step.
- Enter Code**: A text input field.
- Verify**: A blue button with the text "Verify" highlighted by an orange circle.
- Return to authenticator list**: A link below the "Verify" button.
- Back to sign in**: A link at the bottom of the form.

- 6 Click the enter code field, enter the code and click Verify.



The screenshot shows a mobile-style interface for email verification. At the top is the City of Sioux Falls logo. Below it is a user email address: teddywoods727272@gmail.com. The main heading is "Verify with your email". A message states: "We sent an email to t***2@gmail.com. Enter the verification code in the text box." Below this is a section titled "Enter Code" with a text input field containing "847333". A blue "Verify" button is positioned below the input field, highlighted with an orange circle. At the bottom are two links: "Return to authenticator list" and "Back to sign in".

- 7 Click Continue



The screenshot shows a web browser interface for the City of Sioux Falls registration process. The header includes the City of Sioux Falls logo and a "Cancel Reg" link. A navigation bar contains links: Home, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled "Registration" and shows "Step 1 of 3: Acknowledgement". A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." Below this message is a "Continue" button, highlighted with an orange circle.

8

Fill out the fields with your information. Click Next.

The screenshot shows the 'Registration' page for the City of Sioux Falls, specifically 'Step 2 of 3: Personal Info'. The header includes the City of Sioux Falls logo and a 'Cancel Registration' link. A navigation bar contains links for Home, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The form fields include: First Name (filled with 'Teddy'), Middle Name, Last Name (filled with 'Woods'), Company, Contact Preference (dropdown menu), Email Address, Business Phone, Home Phone, and Mobile Phone. A red asterisk and the word 'REQUIRED' are next to the First Name, Last Name, Contact Preference, Email Address, Business Phone, Home Phone, and Mobile Phone fields. At the bottom, there are 'Back' and 'Next' buttons. An orange circle highlights the 'Next' button.

9

Fill out your address information. Click Submit

The screenshot shows the 'Registration' page for the City of Sioux Falls, specifically 'Step 3 of 3: Address'. The header includes the City of Sioux Falls logo and a 'Cancel Registration' link. A navigation bar contains links for Home, Apply, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The form fields include: Address (two lines: 'Street address, P.O. box. (required)' and 'Apartment, suite, unit, floor, (optional)'), City, State (dropdown menu), and Zip Code. A red asterisk and the word 'REQUIRED' are next to the Address fields. At the bottom, there are 'Back' and 'Submit' buttons. An orange circle highlights the 'Submit' button.

10 Click "Return to Home"

