REGISTERING FOR AN ACCOUNT IN EPORTAL/CSS

How to Register

Step 1: Access the ePortal/Citizen Self-Service (CSS). <u>https://www.pwcgov.org/eportal</u>

Step 2: Click the Register option located at the top right corner of the banner within the Guest dropdown.



Step 3: On the Registration page, enter the email address you are registering with, then click on NEXT. The system sends a confirmation email.

Registration

Step 1 of 4: Email Address

Welcome to Prince William County, VA's ePortal!

Please enter a valid email address to start your registration process.

If the email already exists, the application will let you know. Then proceed to "Log In". From there you can either log in, choose to reset your password, or email your username.

Email	Next
	Registration
	Step 1 of 3: Email Address
	Email JohnDoej@aol.com
	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.

PLEASE NOTE: If the email is already in use, the application will let you know. In which case, please try logging in and select "Reset It" in the "Forgot Your Password?" area. If you have forgotten your User Name as well, please select "Email It" in the Forgot Your Username?" area.

	Log In
	* Username
Registration	* Password
Step 1 of 3: Email Address	Remember Me
	Log In
Email rmoran@pwcgov.org Next	Forgot your password? Reset it Forgot your username? Email it Don't have an account yet? Register Here
This email address is in use.	

Step 4: Log into your email account and open the email you received from the County. Click **Confirm** in the email to return to the CSS registration site for you to continue with your registration.

Citizen Self Service New User A	ccount Confirmation	÷	₩ (7	ه
no-reply-enerGov (no-reply-enerGov@)pwcgov.org)	Thu, Aug 8,	2019 11	1:25 a	am
To: you Details ~					
You are receiving this automated e-mail base for our jurisdiction. The purpose of this confirr registration process is the correct e-mail addr of the user registration process.	d on a user registration request that we re nation is to validate the e-mail address th ess for your user account. Please click th	eceived for the Citizen Se at was provided in the ini e link below to continue t	If Servic tial user the ne	e too xt st) ab
🛧 Reply 🚸 Reply All 🏓	Forward				
	Registration				
	Step 2 of 3: Email Address				
	Email JohnDoe@aol.com				
	Back Register				

Step 5: Click on **Register**, and fill in the required Personal Info fields. Enter all information in **CAPS** (except your username can be anything you want, lowercase or uppercase). Your email is automatically filled in for you. Please take note of your **Username**. You'll be using that to log into the application. If you want to use your email as your username that's fine but please be aware that the user name cannot be changed. You CAN change your email. So if you decide to change your email in the future but used your email as your username, you are stuck with that email as your username.

	Home	Apply 🔻	Мар	Reports	Fee Estimator	Search Q	Hearings and Meeti	ngs Calendar 🧿	Help 🕐	l Want To 🔻	
Registration	ו										
Step 3 of 3	Contact Ir	formation									
Personal Info							*REQUIRED				
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			•	Username	JDoe					1	
				First Name	JOHN						
			Mi	ddle Name							
			•	Last Name	DOE						
				Company	RAINBOW CO	NNECTION					
			Busir	ness Phone	555-555-5555	5					
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				Fax	555-555-6666	ó					
			O	ther Phone							
			* Em	ail Address	JohnDoe@	aol.com				_	
		•	Contact	Preference	Email				¥	1	

Step 6: Select a **STRONG** password, and fill in your Address information. If you are using a P.O. Box, enter P.O. Box #### in the Street Number field. Make sure the Address Type says "Mailing" (change it if it doesn't) even if it is your Business address. Select **Submit** once you are done.

The password must be at least 8 chara	cters long with at least one lower case letter, one upper case letter, and one nur
* Password	
	Strong
* Confirm Password	
Country Type	US
* Street Number	125
Pre Direction	
Street Name	ANYWHERE
Street Type	ST
Post Direction	
Unit Or Suite	
City	WOODBRIDGE
State	VA
Postal Code	22192
County	
* Address Type	Mailing

Step 7: Within 24-48 hours, you will receive a confirmation emailing stating that your registration has been approved. You may browse through the application in the meantime, but will not be able to log in until you receive that confirmation.

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[Thar	nk you for regi	stering			
	Thank you for requesting a new user account - your account will be activated after it has been reviewed.										
Return to Home											