

How to Register for Citizen Self Service

 Open Internet Explorer and go to <u>css.portlandmaine.gov</u>

(Citizen Self Service works best on Internet Explorer; you may encounter problems in Chrome, Safari, or Microsoft Edge)



- Go the Login or Register Button
- Click the Register Button to register with the Citizen Self Service Portal
- Enter your email address and click "Next"
- Please check your e-mail. The confirmation email link in the body of the e-mail must be clicked to move to the next step of the registration process. (The email will be from "noreply@portlandmaine.gov". Be sure to check your Spam folder.)
- Click "Confirm"
- Click "Register"
- Enter all fields marked with *
- Click the "I'm not a Robot box" and complete the verification challenge.
- Click Submit.

Congratulations, you are now registered with the City of Portland's Citizen Self Service portal.