# Citizen Self Service (CSS) Create a Profile Process

If you work for a construction or property management company, use your company email address. If you are an Owner of your location, Short Term Rental, business and would like to receive the notifications including next steps or directions to continue the process use your personal or business email address.

If your company will be managing multiple properties or projects you might ask your IT support person for your company to create a distribution email where multiple users have access to the notifications this way your necessary team is aware of the status for Permits, Inspections, Business License, Short Term Rental and Certificate of Compliance.

To access our CSS site please click on link: https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home

## Click Register from the drop down list under Guest.
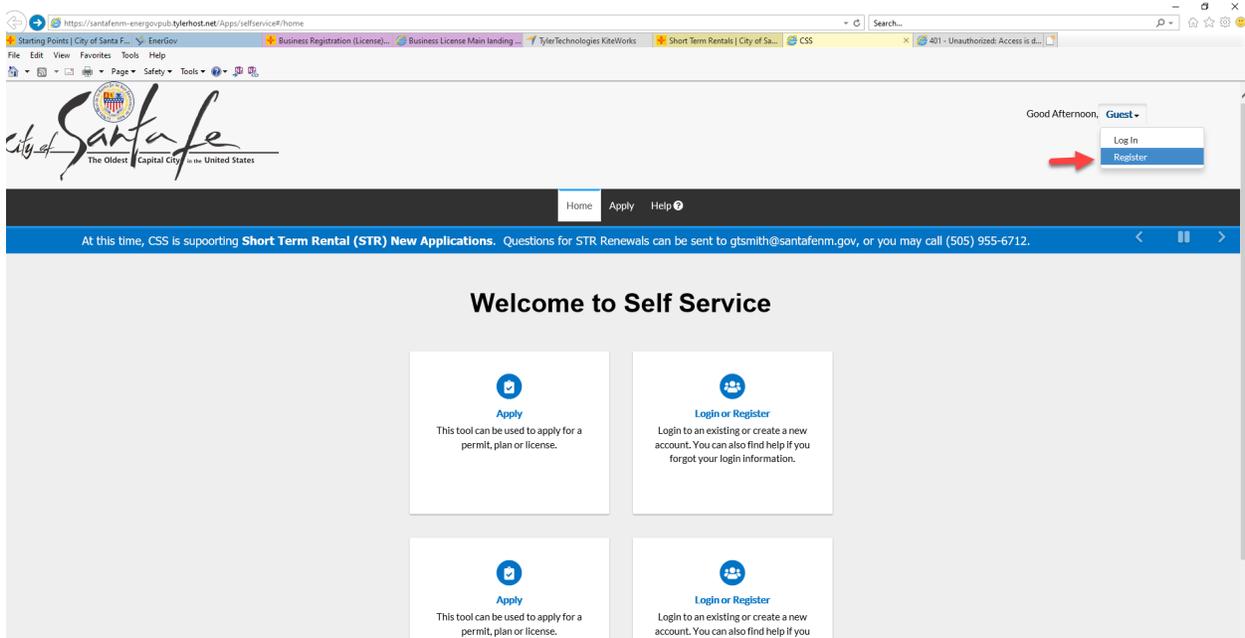


## Begin a 3 step process to register with CSS:

Enter your company email address and press the Next button.

**Check your email, you should have received an email to confirm account. Click Confirm on your email, see below pic.**

From: <CityofSantaFe@santafenm.gov>
Date: Mon, Mar 9, 2020, 2:55 PM
Subject: Citizen Self Service New User Account Confirmation
To: < PropertyManager@gmail.com >

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

**Step 2: Click register.**

**Step 3: Fill out Contact Information**



Choose **Contact Preference** of Address if the company that you represent, the property management company should receive notifications from the City of Santa Fe regarding Permits, STR permits and business licenses.

\*\*Note for **business license renewals**: If you are not listed as a contact on the existing business license you will not see the renewal option. If this happens please contact the business license office at (505)955-6551

**Create password for your profile.**

* Email Address

[              @gmail.com]

* Contact Preference

[Address                 ▾]

## PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password

[                         ]

* Confirm Password

[                         ]

**\*\*Note for STRs:  Enter Address Information: This is the mailing information pertaining to your property management company, not the STR Permit address.**

Set address type to **Mailing** this way all notifications will come to your Property Management Company or business license mailing address. Once all information is filled out, click on **Submit** button.

\***Notes for business license customers:**

1. When linking your business to your profile please search for partial names rather than whole names.  For example, if the business is called CC's candy company LLC., Your search should look like "candy company" a list will display and you will be able to link the business to your profile.

2. Double check the business location to make sure that address is correct.

3. If the business would like to receive mail at a different address than the location add mailing address.

Unit Or Suite

[                         ]

City

[Santa Fe                 ]

State

[NM                      ▾]

Postal Code

[87505                    ]

Building

[                         ]

* Address Type

[Mailing                 ▾]

[Back]  [Submit]

**You have now registered with The City of Santa Fe.**

**Click on Link to start an application**: https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home

**From the dropdown list under Guest, choose Log In**



**LogIn using the credentials that you just created.**

**Username = FirstName (that was just used to register)**

Good Afternoon, **Guest** ⏷

Home    Apply    Help ❓

**Log In**

\* Username

\* Password

Remember Me ☐

Log In

Forgot your password? Reset it
Forgot your username? Email it
Don't have an account yet? Register Here