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.

Welcome to Self Service

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.

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 your client’s STR permit and business license.
Create password for your profile.

* Email Address
  [Input field]

* Contact Preference
  [Input field]

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
  [Input field]

* Confirm Password
  [Input field]

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. Once all information is filled out, click on Submit button.
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)