

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: <u>https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home</u>

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Starting Points City of Santa F 🌾 EnerGov	🕂 Business Registration (License)	Business License Main landing	😽 Short Term Rentals City of Sa 🧉 CSS	× 🏉 401 - Unauthorized: Access is d 📑	
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		Home Apply	Help 😯		
At this time, CSS is supoorting Sho	ort Term Rental (STR) M	New Applications. Questions for STR Renewa	als can be sent to gtsmith@santafenm	n.gov, or you may call (505) 955-6712.	< II >
		Welcome to S	Self Service		
		Apply Apply This tool can be used to apply for a permit, plan or license.	Login or Register Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.		
		Apply Apply This tool can be used to apply for a permit, plan or license.	Login or Register Login to an existing or create a new account. You can also find help if you		

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.



city of State Capital City on United State		Good Afternoon, Guest -
	Hame Apply Help 🛛	
	Registration	
	Step 1 of 3: Email Address	
	Email Next	

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



Step 2: Click register.



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≡	SantaFeNMProd	
R	egistration	
	Step 2 of 3: Email Address	
Er	nail PropertyManager@gmail.com Back Register	

Step 3: Fill out Contact Information

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	Company
ersonal Info	
*REQUIRED	Business Phone
I'm not a robot	
Privacy - Te	Home Phone
* Username	Mobile Phone
* First Name	
	Fax
Middle Name	
	Other Phone

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 Ad	@gmail.com
Contact	Preference

PASSWORD

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

* Pass	word		
• Conf	irm Pas	sword	

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.

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: <u>https://santafenm-energovpub.tylerhost.net/Apps/selfservice#/home</u>

From the dropdown list under Guest, choose Log In

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	Home A	Apply Help 🕑			
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	Apply This tool can be used to apply for a permit, plan or license.	Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.			

LogIn using the credentials that you just created.

Username = FirstName (that was just used to register)



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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