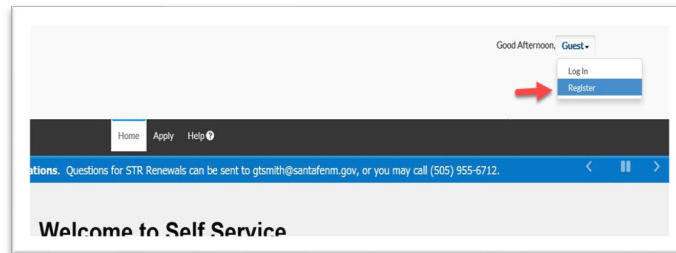CITY OF SANTA FE
PLANNING & LAND USE

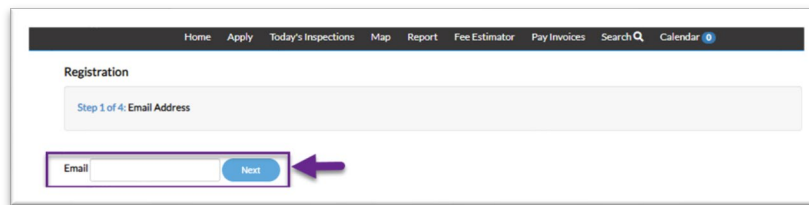# Citizen Self Service (CSS) Support Guide: Create a Profile Process

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

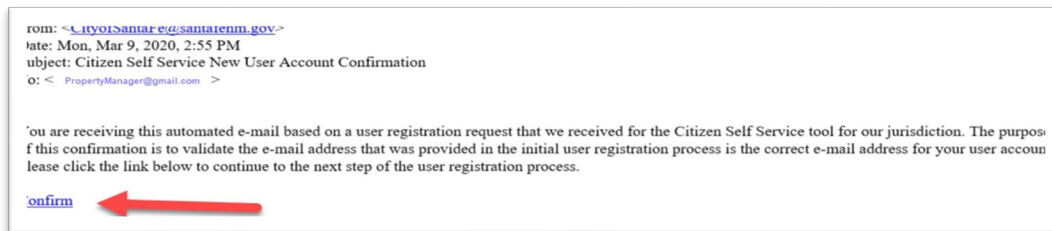**II.   Click Register from the drop down under Guest:**

III.   Enter your company email address and press the Next button:

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.

IV.   Confirm Your Email:

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

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V. Click register:

VI. Fill out Contact Information:

VII. Select Contact Preferences and Password:

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.

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VIII. **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!