**REGISTERING ON THE CIVIC ACCESS PORTAL**

To register on the Civic Access Portal, click on the Guest icon in the top right corner, then click on **Register** from the dropdown.

Graphical user interface, text, application

Description automatically generated

You will be prompted to acknowledge the new authentication service through the Portal, please click **Continue**.

Graphical user interface, text, application

Description automatically generated

If you are a new user, please click **Sign Up** at the bottom of the sign in screen.

Graphical user interface, application

Description automatically generated

Enter your email address, first name, last name and create a password, then click **Sign Up**.

Graphical user interface, text, application, email

Description automatically generated

At this time, please check the email address you entered on the previous screen and enter the 6-digit verification code you will receive in an email from “Community Access”, then click **Verify**.

Graphical user interface, application

Description automatically generated

Your.email@domain.com

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**Step 1 of 3 of the Registration**: Please click **Continue** to validate your user information.

Graphical user interface, text, application, email

Description automatically generated

**Step 2 of 3 of the Registration**: Please confirm your information and choose your **Contact Preference**, then click **Next**.

**Graphical user interface, text, application, chat or text message

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**Step 3 of 3 of the Registration**: Please enter your address information, then click **Submit**.

Graphical user interface, text, application, chat or text message

Description automatically generated