**LOGGING IN TO THE CIVIC ACCESS PORTAL**

For **returning users** to Portal, please click on the Guest icon in the top right corner, then click on **Log In** from the dropdown.

Graphical user interface, text, application

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

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For the **FIRST** time using the new TID-C login **PLEASE** click **SIGN UP** at the bottom of this screen:

Graphical user interface, application

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You will only have to do this **ONE TIME** to re-register your email account. After you have been registered this screen will require your email address, click Next then enter your password on the next screen.

On this screen fill out the listed fields and click **Sign Up**

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You will be sent an email from Community Access to complete the registration.

Graphical user interface, application

Description automatically generated

Once you open the email, please click **Activate Account**. After activation, you will be returned to the Civic Access home page.

Graphical user interface, text, application, email

Description automatically generated

After you have activated your account, you will be taken to the Civic Access - CAP Home page.