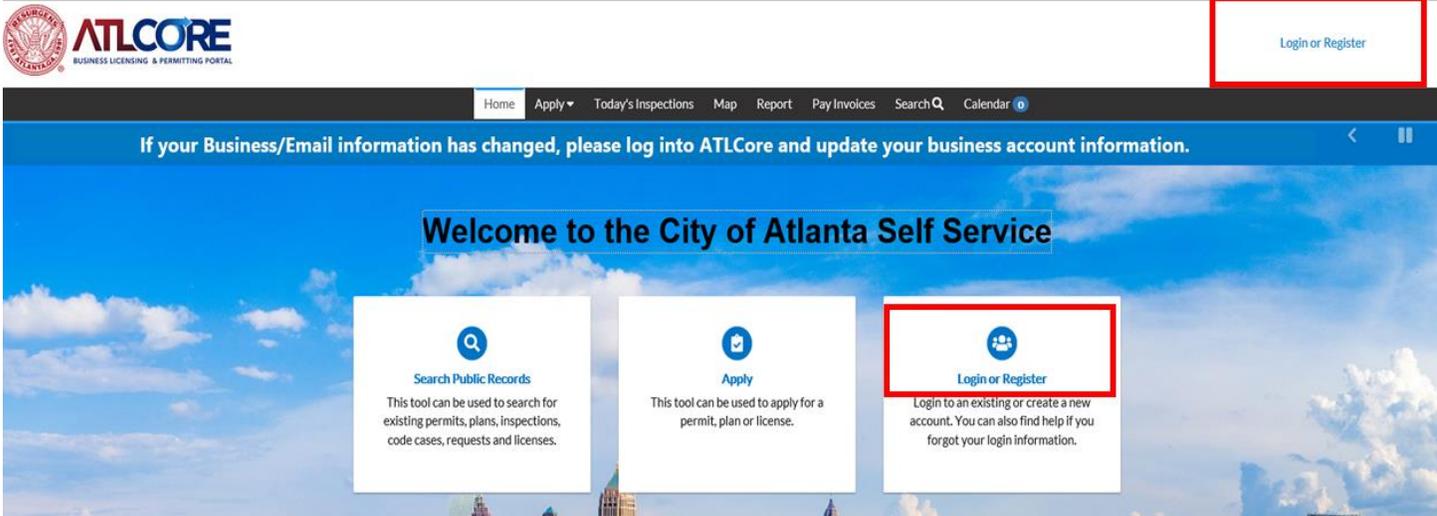


# HOW TO REGISTER FOR AN ACCOUNT



1. To register on CSS, click **Login or Register** from the center of the home page or top right corner of the page.

NOTE: For existing customers, you **must** register with the email account that is currently associated with your existing license account with the Atlanta Police Department or the Office of Revenue.

Contact [atlcore@atlantaga.gov](mailto:atlcore@atlantaga.gov) to have your email address updated, if needed.



Sign in to your Tyler account

[Forgot password?](#)

or login with

2. Click **Register** when this window box loads.

# HOW TO REGISTER FOR AN ACCOUNT (cont'd)



Sign up for a new account

By registering for an account, you agree to the [Privacy Policy](#)

This will be your user name

3. From the “**Sign up**” window, enter the following information

- a. Enter Your First Name
- b. Enter Your Last Name
- c. Enter an Email Address to be Associated to Your Contact Record
- d. Choose and confirm a password.

**Note:** Passwords must be minimum length 8 characters to include 1 uppercase character, 1 lowercase character, 1 special character.

Click **Register** to proceed to the next step.

# HOW TO REGISTER FOR AN ACCOUNT (cont'd)

## Email verification

You need to verify your email address to activate your account.

An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? [Click here](#) to re-send the email.

4. You will receive a confirmation email to the email address entered during step 3.

Follow the instructions in the confirmation email to confirm your account. You will be redirected back to ATLCORE Citizen Portal after clicking **Confirm**.

## Citizen Self Service New User Account Confirmation Inbox x

svc.CSSSMTP@tylerhost.net

to me ▾

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of the process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

# HOW TO REGISTER FOR AN ACCOUNT (cont'd)

5. Complete the Registration process:

## Step 1 of 3: Acknowledgement

Click **Continue** to acknowledge the statement below.

The screenshot shows the ATLCORE Business Licensing & Permitting Portal. The registration process is at Step 1 of 3: Acknowledgement. A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." A blue "Continue" button is highlighted with a red box.

The screenshot shows the ATLCORE Business Licensing & Permitting Portal. The registration process is at Step 2 of 3: Personal Info. The form includes the following fields:

- First Name: Paisley
- Middle Name: (empty)
- Last Name: Princess2020
- Company: (empty)
- Contact Preference: Email (checked)
- Email Address: paisleyprincess2020@gmail.com

The "Next" button is highlighted with a red box.

## Step 2 of 3: Personal Info

Enter the requested information in the form.

- **Note: First Name, Last Name, and Email Address** should automatically populate from the registration information entered during **Step 3**.
- Enter **Middle Name**, if desired but it is not required.
- Enter Your **Company Name**, if applicable.
- Select Your **Contact Preference**. (Required)
- Click **Next**.

# HOW TO REGISTER FOR AN ACCOUNT (cont'd)

Home Apply Today's Inspections Map Report Pay Invoices Search Calendar

Registration

Step 3 of 3: Address

\*REQUIRED

Country Type

\*Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

\*Address Type

Complete the Final Step in the Registration Process

## Step 3 of 3: Address

- Select Your **Country Type**: (US, International, Canada)
- **Street Number** is entered on **Address Line 1**
- Select the **Pre-Direction**: (E, N, NE, NW, S, SE, SW, W)
- **Street Name** is entered on **Address Line 2**
- Select the **Street Type**: (RD, ST, AVE, PKWY, etc.,)
- Select the **Post Direction**: (E, N, NE, NW, S, SE, SW, W)
- Enter **Unit or Suite**, when applicable: (Unit, Suite, Apartment, Building, etc.,)
- Enter Your **City**
- Select **State** from drop down list
- Enter Your **Postal (Zip) Code**
- Enter the **County** for Your Address (ex: Fulton)
- Select the **Address Type**: Additional Location, Business Location, Event Location, Home (Principal), Home Address, Mailing
- Click **SUBMIT** to Complete the Registration Process

**ALL Application and Zoning fees are nonrefundable processing fees.**

### My Permits

Attention <b>0</b>	Pending <b>0</b>	Active <b>0</b>	Draft <b>0</b>	Recent <b>0</b>
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[View My Permits](#)

**NOTE:** Your name will appear in the top right corner of the portal when logged in. Click the small arrow to the right of your name to view a menu of account options.

## CONGRATULATIONS!!

YOU HAVE SUCCESSFULLY COMPLETED THE REGISTRATION PROCESS.

YOU ARE NOW ON YOUR DASHBOARD THAT WILL SHOW ANY ACTIVITY ASSOCIATED TO YOUR ACCOUNT.

Contact [ATLCORE@atlantaga.gov](mailto:ATLCORE@atlantaga.gov) with any questions.