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 to have your email address updated, if needed.

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

HOW TO REGISTER FOR AN ACCOUNT (cont'd)

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 ×

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 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

ATLCORE

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.

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)

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

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 with any questions.