

Navigate to civic access.

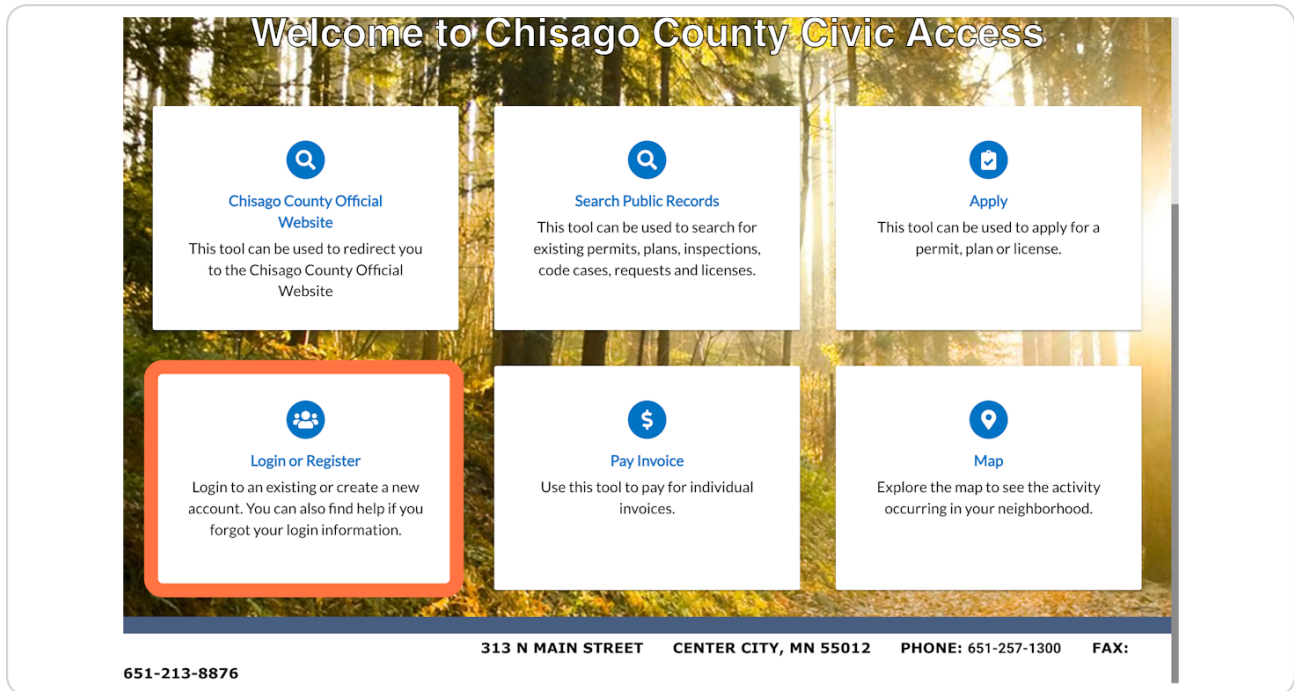
3 Steps 

Enter the following URL into your browser.

<https://chisagocountymn-energovweb.tylerhost.net/apps/selfservice#/home>

STEP 1






Click Login or register.



STEP 2

Creating an account - First time user.

If this is your first time creating an account click create account. If you already have a login, login with your details.

Keep me signed in
[Next](#)
OR
Sign in with...
   
[Unlock account?](#) [Help](#) 
[Create an account](#)

STEP 3

Create an account: Email, First name, Last name, Mobile Phone. Password requirements: At least 8 characters A lowercase letter An uppercase letter A number

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✔ No parts of your username

Password

Sign up

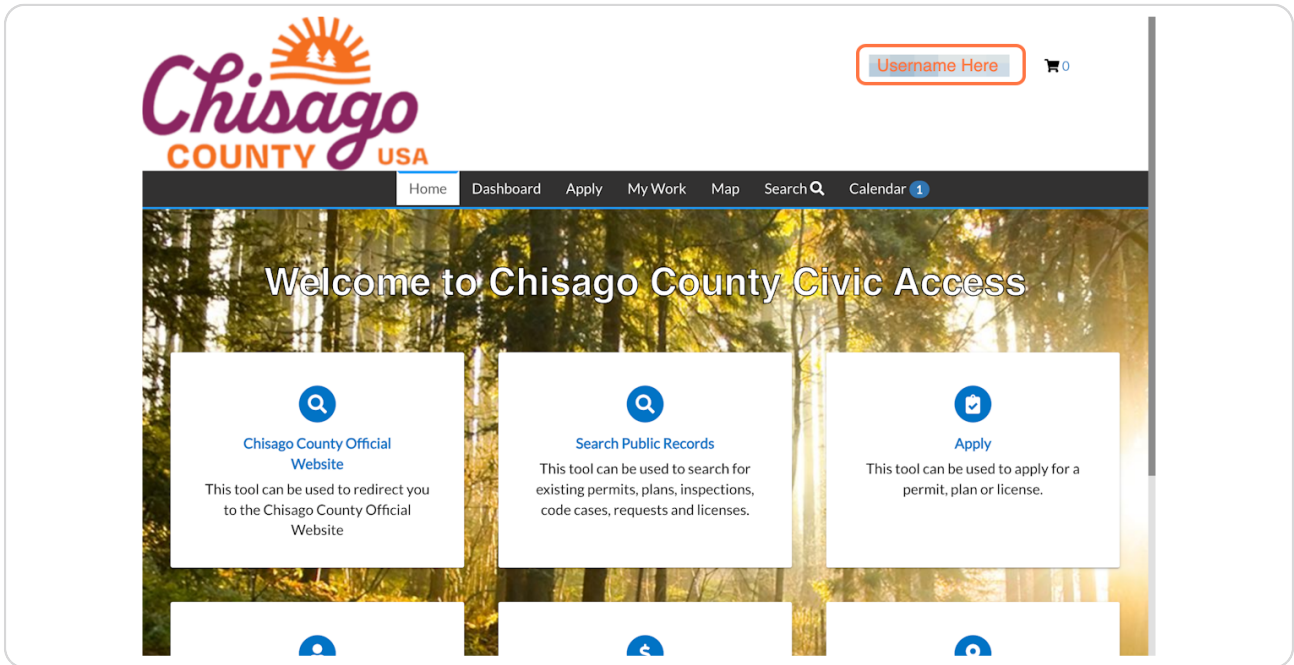
Already have an account? [Sign in](#)

EnerGovProd

5 Steps 

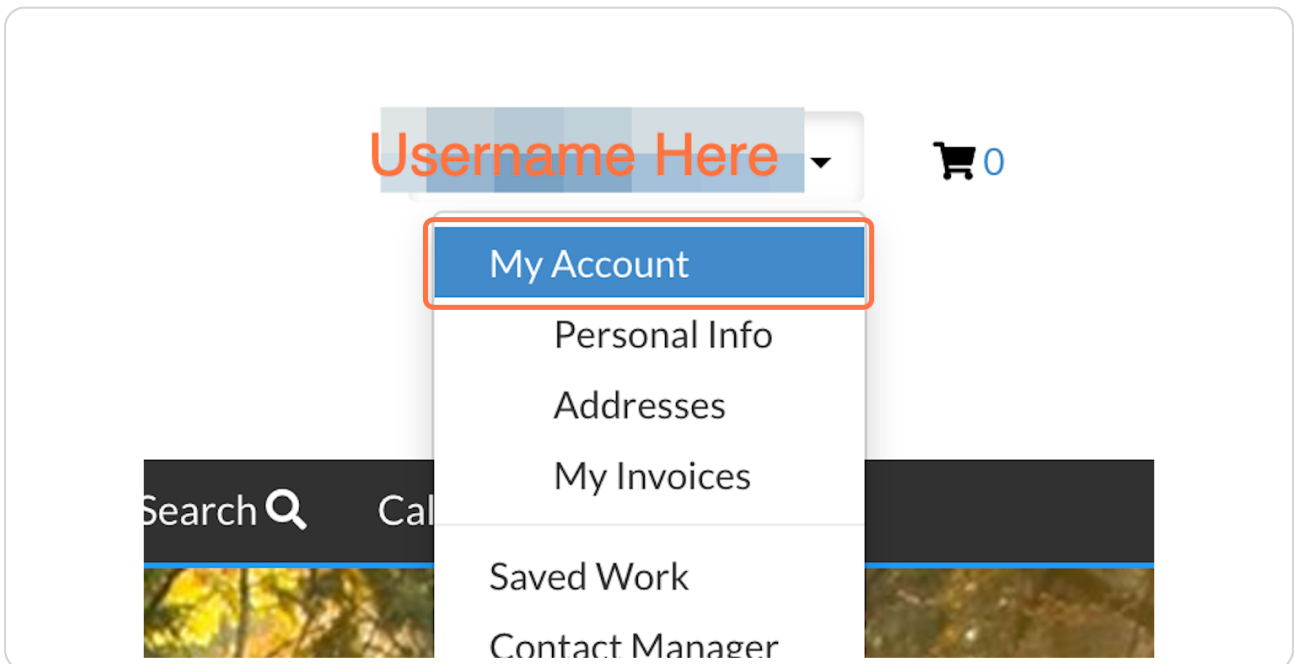
STEP 4

Click on your name.



STEP 5

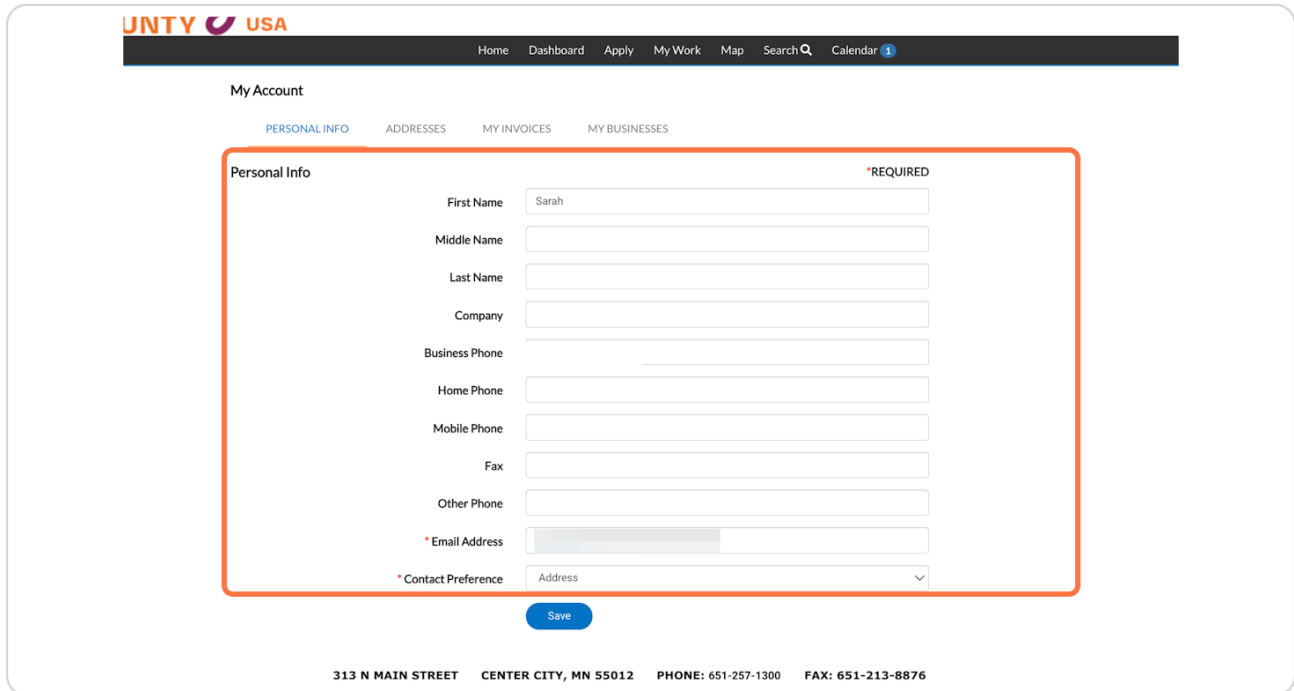
Click on My Account



STEP 6

Click on Personal Info:

If you need to update any information on your user profile you can edit it under My Account.



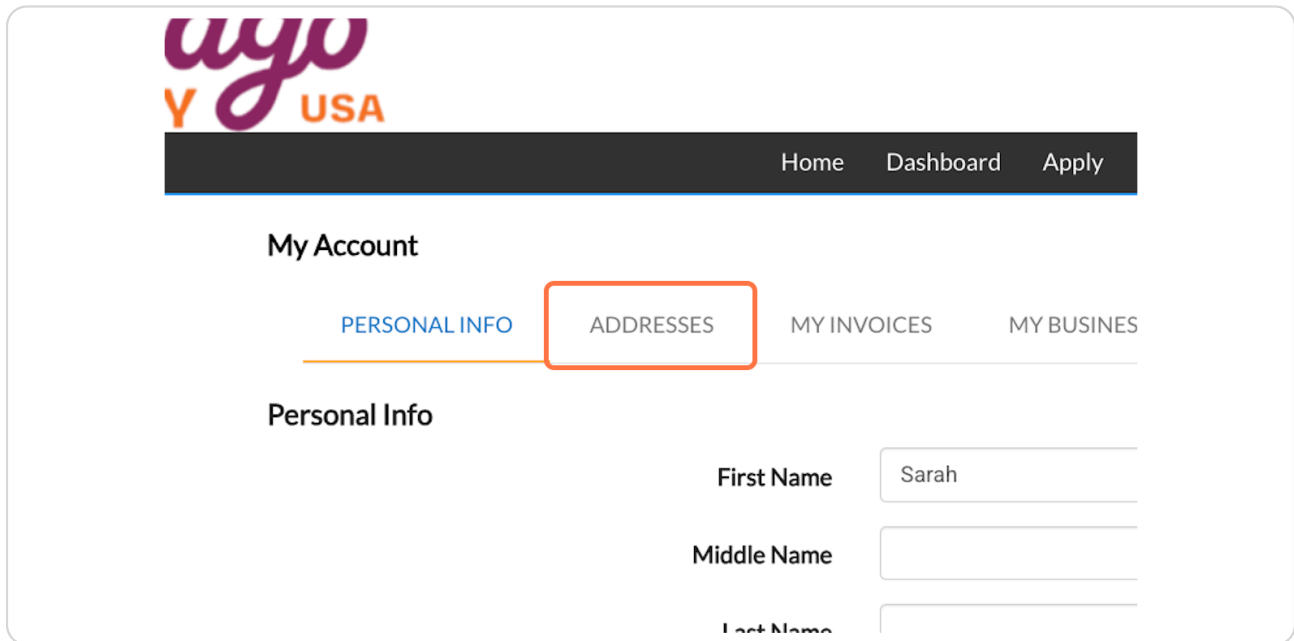
The screenshot shows the 'My Account' page for UNTY USA. The navigation bar includes 'Home', 'Dashboard', 'Apply', 'My Work', 'Map', 'Search', and 'Calendar'. The 'My Account' section has tabs for 'PERSONAL INFO', 'ADDRESSES', 'MY INVOICES', and 'MY BUSINESSES'. The 'Personal Info' form is highlighted with an orange border and contains the following fields:

- First Name: Sarah
- Middle Name: (empty)
- Last Name: (empty)
- Company: (empty)
- Business Phone: (empty)
- Home Phone: (empty)
- Mobile Phone: (empty)
- Fax: (empty)
- Other Phone: (empty)
- * Email Address: (empty)
- * Contact Preference: Address (dropdown menu)

A blue 'Save' button is located below the form. At the bottom of the page, the contact information is displayed: 313 N MAIN STREET, CENTER CITY, MN 55012, PHONE: 651-257-1300, FAX: 651-213-8876.

STEP 7

Click on ADDRESSES

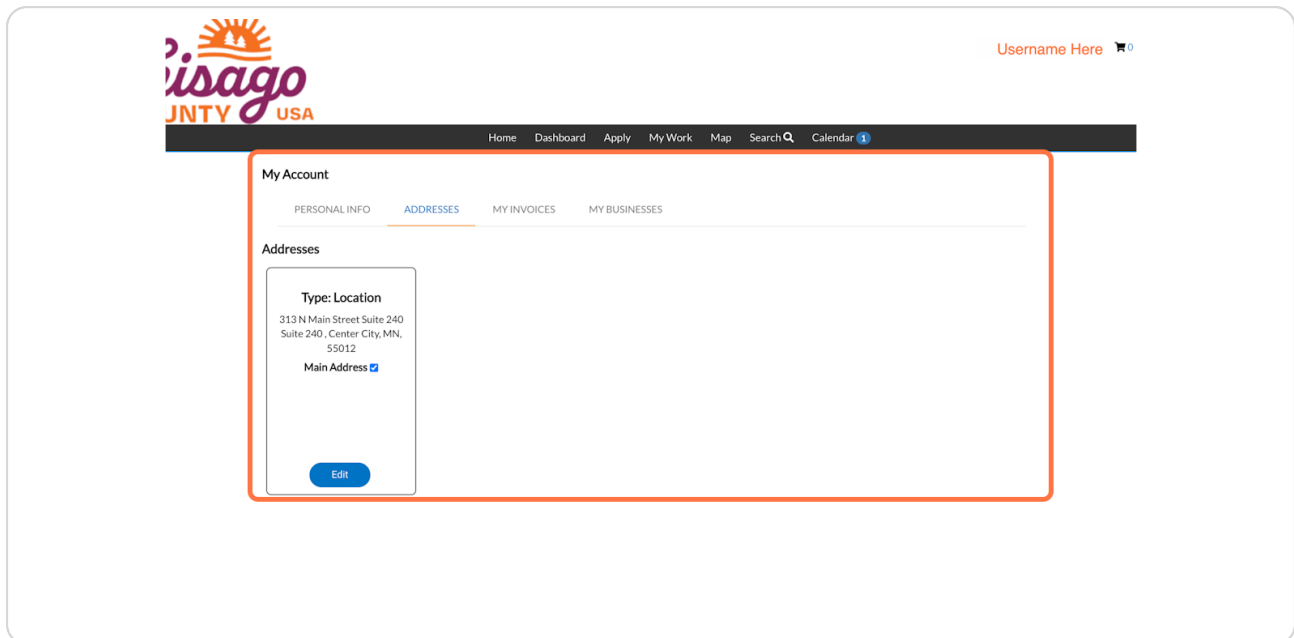


The screenshot shows the 'My Account' section of a web application. At the top left is the logo for 'Wyo Y USA'. A dark navigation bar contains links for 'Home', 'Dashboard', and 'Apply'. Below this, the 'My Account' section has four tabs: 'PERSONAL INFO', 'ADDRESSES', 'MY INVOICES', and 'MY BUSINESSES'. The 'ADDRESSES' tab is highlighted with an orange border. Underneath, the 'Personal Info' section is visible, with input fields for 'First Name' (containing 'Sarah'), 'Middle Name', and 'Last Name'.

STEP 8

Click on My Account:

If you need to update your address you can do so here.



The screenshot shows the 'My Account' page with the 'ADDRESSES' tab selected. The 'Addresses' section contains a single address card. The card displays the following information: 'Type: Location', '313 N Main Street Suite 240', 'Suite 240, Center City, MN, 55012', and 'Main Address' with a checked checkbox. An 'Edit' button is located at the bottom of the card. The entire address card area is highlighted with an orange border. The top navigation bar includes links for 'Home', 'Dashboard', 'Apply', 'My Work', 'Map', 'Search', and 'Calendar'.