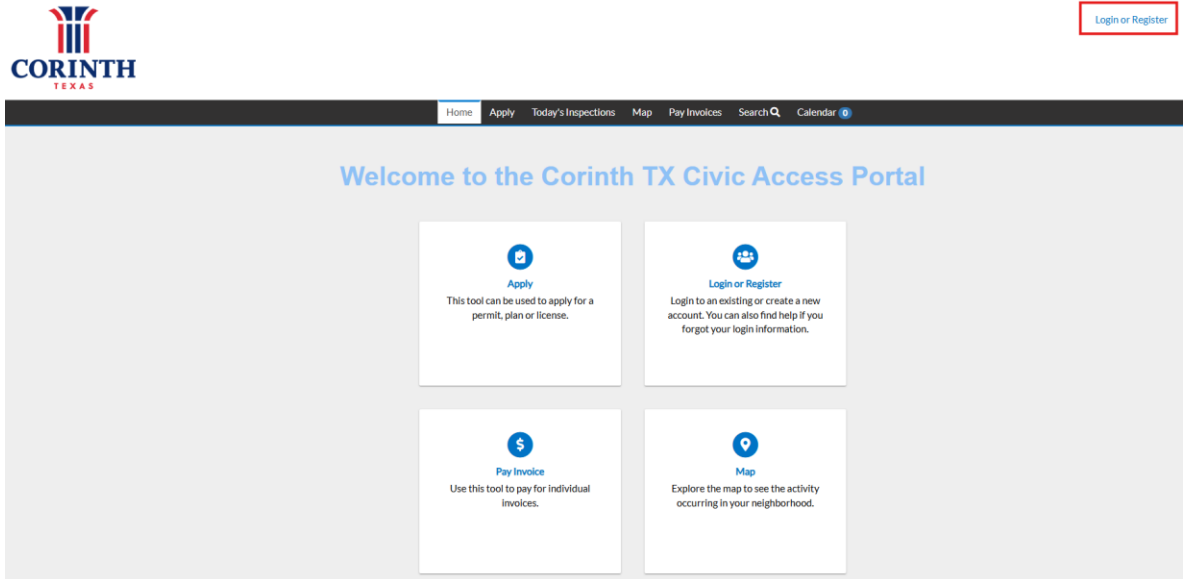


## How to create an account on Civic Access

1. Use this link to open Civic Access on your browser: <https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home>
2. On the top-right side of the page, click “Login or Register”.

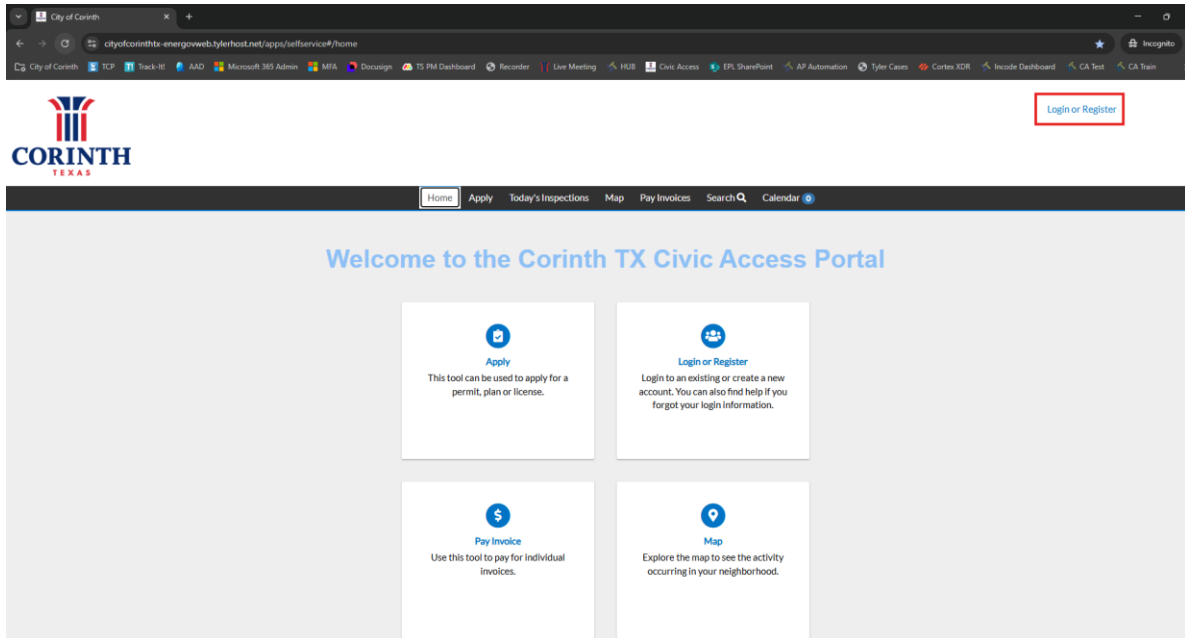


3. Click “Create an account” and enter the requested information on the screen that pops up. After you’ve filled in the information, click “Sign Up”.

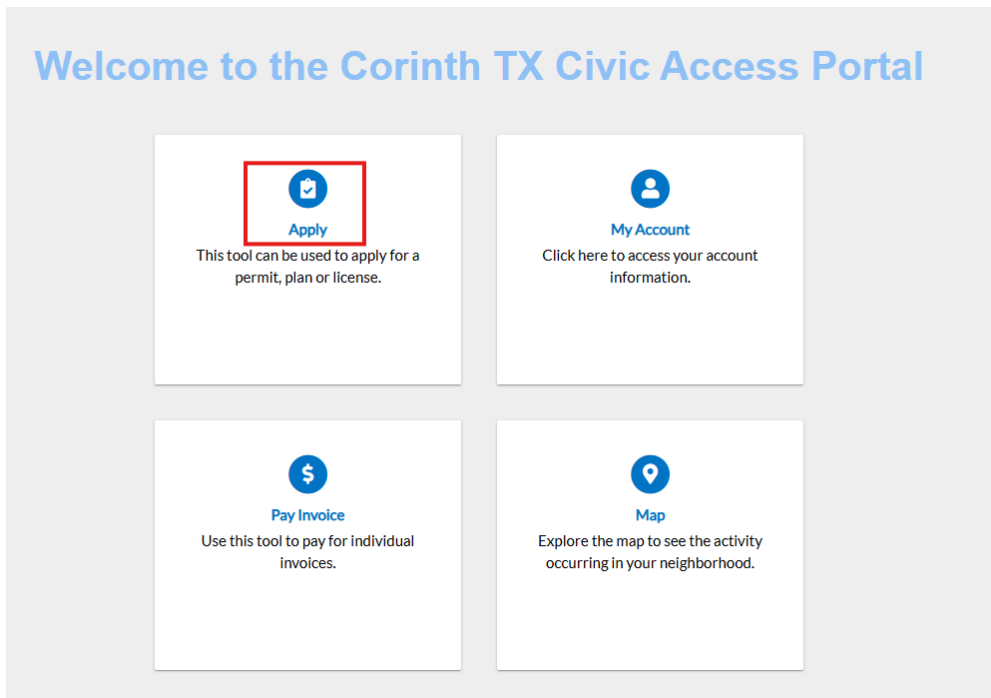
The screenshot shows the account creation form. It features a globe icon with circular arrows at the top. The text "Sign in to community access services." is followed by the "Email address" label and a text input field. A red error message "This field cannot be left blank" is shown below the field. There is a checkbox for "Keep me signed in" and a blue "Next" button. Below these is an "OR" separator. The "Sign in with..." section includes icons for Google, Apple, Microsoft, and Facebook. At the bottom, there are links for "Unlock account?" and "Help", and a red-bordered button labeled "Create an account".

## How to apply for a Permit/Plan

1. Paste the following URL to login to Civic Access: <https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home>
2. Login to your account.



3. Click “Apply”



4. Use the search bar to search for “Alarm Permit”, click the permit type that is relevant to you and click “Apply”.

#### Application Assistant

The screenshot shows the 'Application Assistant' interface. At the top, a search bar contains the text 'alarm permit' with a magnifying glass icon on the right. Below the search bar are three tabs: 'All' (selected), 'Trending', and 'PERMIT'. To the left of the main content area, there is a sidebar with a '< Hide Categories' link, a '- All' button, and two expandable categories: '+ PERMIT 2' and '+ PLAN 0'. The main content area displays two permit options, each with a table of details and an 'Apply' button.

Non-Residential Alarm Permit	
Category Name:	Description:
Alarm Permit	Non-Residential Alarm Permit

Apply

Residential Alarm Permit	
Category Name:	Description:
Alarm Permit	Residential Alarm Permit

Apply

5. Click the “+” sign to add the address for the permit and wait for the map to load.

#### Apply for Permit - New Construction Residential



#### LOCATIONS

The screenshot shows the 'LOCATIONS' section. It features a blue card with a 'Location' dropdown menu at the top. Below the dropdown, the text 'Add Location' is displayed. A red square box highlights a white plus sign (+) button. At the bottom of the card, the word 'REQUIRED' is written in white capital letters.

## 6. Start typing your address.

Add Address As

Location

SEARCHENTER MANUALLY

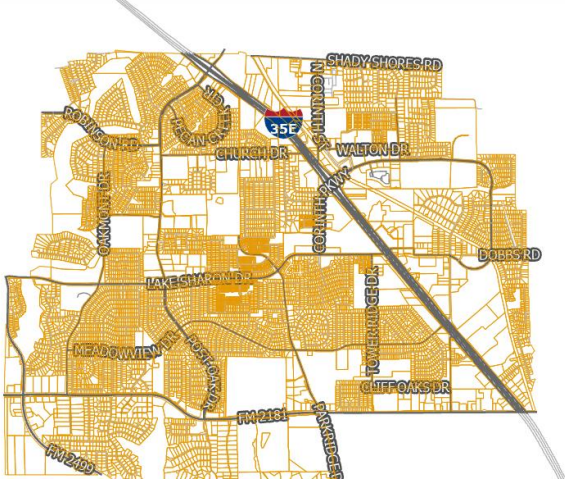
3300 corinth

X

Q

Address

3300 CORINTH PKWY



In case you can't find your address, enter your address manually using the “Enter Manually” option and then click “Save”.

SEARCHENTER MANUALLY

Enter Manually

Country Type

US

Enter Address

Search Addresses

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

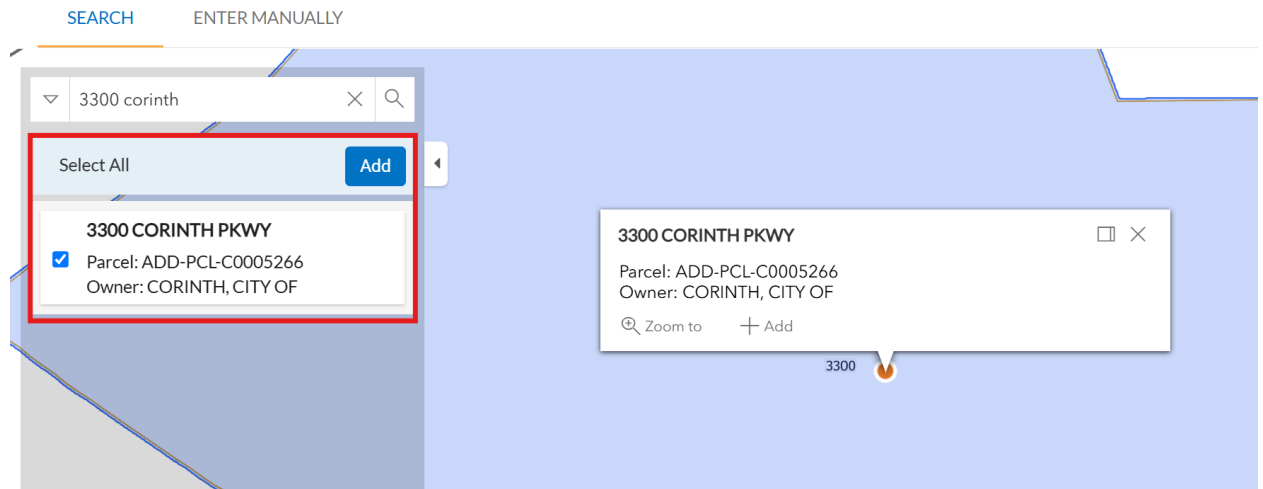
State

Postal Code

County

Save

7. If you were able to find your address, select the relevant address and click “Add”



8. Click the “Next” button on the bottom-right of the screen and fill in the requested information.
9. In step 5 on Civic Access, you do not have to upload any attachments. Simply click “Next”.
10. In step 6 on Civic Access, you will sign your application with your full name.
11. In step 7, review all the information you entered to make sure it is correct. Please click “Submit” to submit your application. Your application will not be submitted unless you click the “Submit” button.