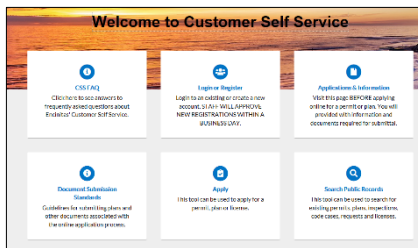




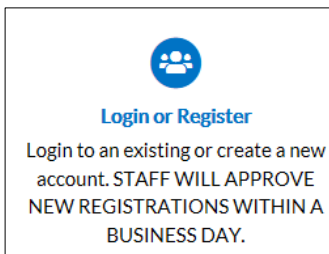
How to Register for a CSS Account

Registration is a one-time process.

Go to <https://portal.encinitasca.gov/CustomerSelfService#/home>



Click on **Login or Register**



Click on **Register Here**

Log In

*** Username**

*** Password**

Remember Me ☐

Log In

Forgot your password? [Reset it](#)

Don't have an account yet? [Register Here](#)

Enter **Email Address**, click on **NEXT**

Email

Next

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

Log into your email account and click on the link in the confirmation email. This will take you to a set of photos. Follow the instructions.

You have completed the registration process. **Staff will review within a business day and approve your registration.** Once a registration is approved you will be able to apply for permits online.