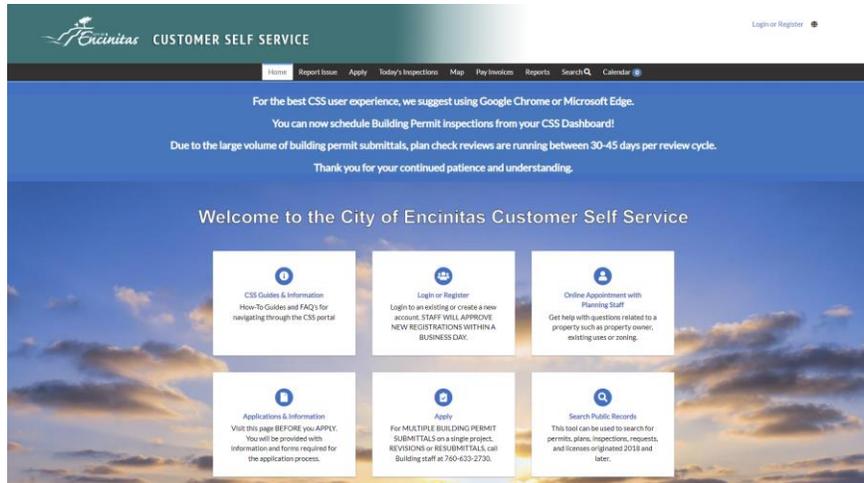


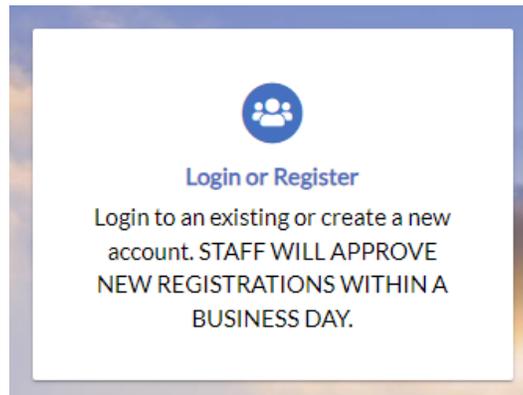
# How to Register for a CSS Account

Registration is a one-time process.

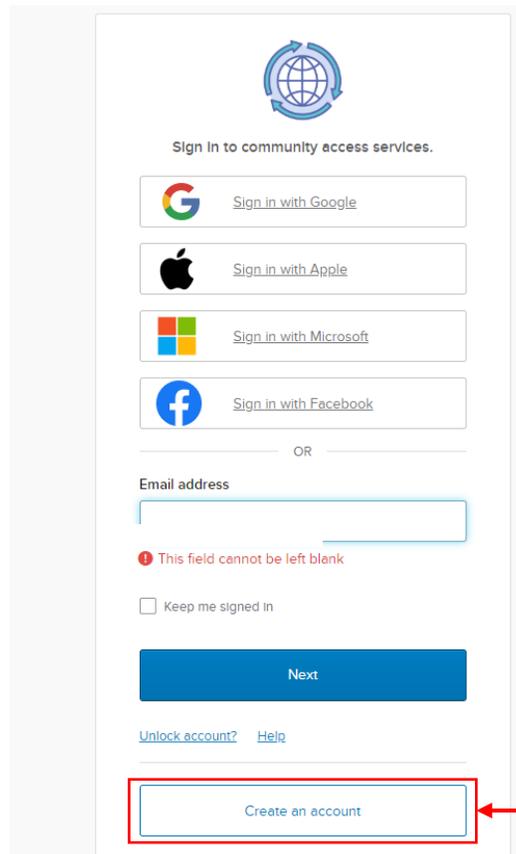
Go to <https://portal.encinitasca.gov/CustomerSelfService#/home>



Click on **Login or Register**

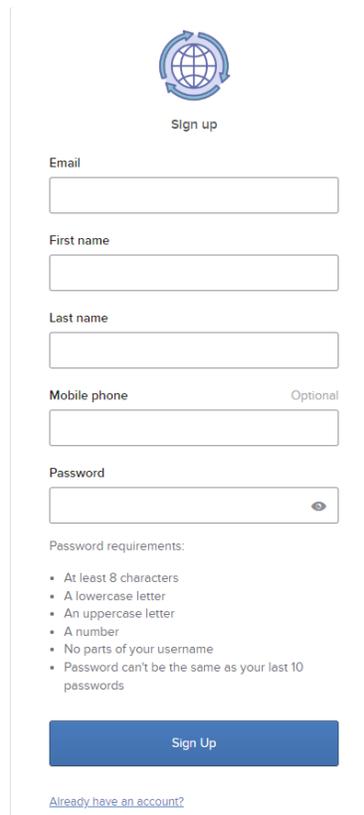


Click on **Create an account**



The image shows a sign-in form titled "Sign in to community access services." It features four social media login options: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook". Below these is an "OR" separator and an "Email address" input field. A red error message below the email field reads "This field cannot be left blank". There is a "Keep me signed in" checkbox and a blue "Next" button. At the bottom, there are links for "Unlock account?" and "Help", and a "Create an account" button which is highlighted with a red box and a red arrow pointing to it from the right.

Fill in the required information



The image shows a sign-up form titled "Sign up" with a globe icon. It contains several input fields: "Email", "First name", "Last name", "Mobile phone" (with "Optional" text to its right), and "Password" (with an eye icon for visibility). Below the password field, there are "Password requirements:" listed as a bulleted list: "At least 8 characters", "A lowercase letter", "An uppercase letter", "A number", "No parts of your username", and "Password can't be the same as your last 10 passwords". At the bottom, there is a blue "Sign Up" button and a link "Already have an account?".

Check your email for the verification code that was sent to you.



Verify with your email

 [permits@encinitasca.gov](mailto:permits@encinitasca.gov)

We sent an email to [permits@encinitasca.gov](mailto:permits@encinitasca.gov)  
Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Click the **Continue** button

 **CUSTOMER SELF SERVICE** Cancel Registration 

---

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

**Registration**

Step 1 of 3: Acknowledgement

Please click continue to confirm your contact preferences and complete the registration process.

[Continue](#)

## Enter the required information

 **CUSTOMER SELF SERVICE** [Cancel Registration](#)

[Home](#) [Report Issue](#) [Apply](#) [Today's Inspections](#) [Map](#) [Pay Invoices](#) [Reports](#) [Search](#) [Calendar](#)

**Registration**

Step 2 of 3: Personal Info

\*REQUIRED

First Name

Middle Name

Last Name

Company

\*Contact Preference

\*Email Address

[Additional Contact Information](#)

[Back](#) [Next](#)

## Enter your address

 **CUSTOMER SELF SERVICE** [Cancel Registration](#)

[Home](#) [Report Issue](#) [Apply](#) [Today's Inspections](#) [Map](#) [Pay Invoices](#) [Reports](#) [Search](#) [Calendar](#)

**Registration**

Step 3 of 3: Address

\*REQUIRED

\*Address   
Apartment, suite, unit, floor, (optional)

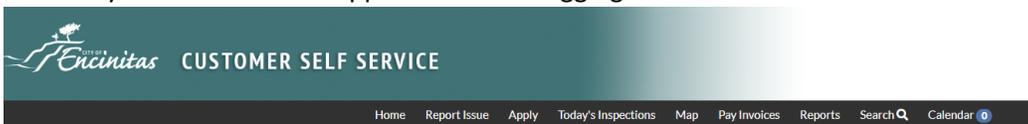
City

State

Zip Code

[Back](#) [Submit](#)

## Wait for your account to be approved before logging in



Thank you for registering

Thank you for requesting a new user account - your account will be activated after it has been reviewed.

[Return to Home](#)