How to Register

**Step 1:** Access the ePortal/Citizen Self-Service (CSS).  [https://www.pwcgov.org/eportal](https://www.pwcgov.org/eportal)

**Step 2:** Click the Register option located at the top right corner of the banner within the Guest dropdown.

**Step 3:** On the Registration page, enter the email address you are registering with, then click on NEXT. The system sends a confirmation email.

**PLEASE NOTE:** If the email is already in use, the application will let you know. In which case, please try logging in and select “Reset It” in the “Forgot Your Password?” area. If you have forgotten your User Name as well, please select “Email It” in the Forgot Your Username?” area.
**Step 4:** Log into your email account and open the email you received from the County. Click **Confirm** in the email to return to the CSS registration site for you to continue with your registration.

**Step 5:** Click on **Register**, and fill in the required Personal Info fields. Enter all information in **CAPS** (except your username can be anything you want, lowercase or uppercase). Your email is automatically filled in for you. Please take note of your **Username**. You’ll be using that to log into the application. If you want to use your email as your username that’s fine but please be aware that the user name cannot be changed. You CAN change your email. So if you decide to change your email in the future but used your email as your username, you are stuck with that email as your username.
Step 6: Select a **STRONG** password, and fill in your Address information. If you are using a P.O. Box, enter P.O. Box #### in the Street Number field. Make sure the Address Type says “Mailing” (change it if it doesn’t) even if it is your Business address. Select **Submit** once you are done.
Step 7: Within 24-48 hours, you will receive a confirmation emailing stating that your registration has been approved. You may browse through the application in the meantime, but will not be able to log in until you receive that confirmation.