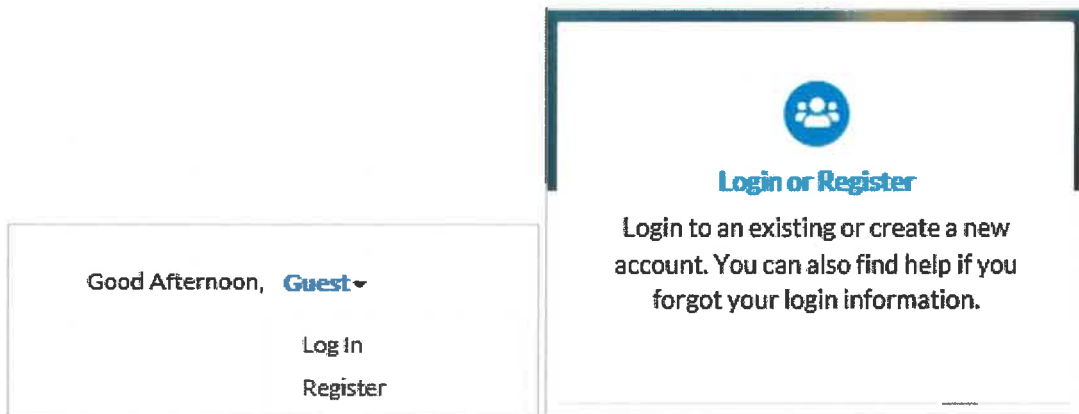


## LOGGING INTO CSS

To login to CSS, the user can click the Login or Register box on the Home page and they will be brought to the login page. Login is also an option from the greeting dropdown in the right hand corner above the menu bar.



Follow the steps below to login to CSS:

*URL = <https://energovweb.pulaski.com/ty/energov-pract/self-service>*

1. Navigate to the URL designated for your Citizen Self Service environment.
2. Enter your **Username** and **Password** in the fields provided. If you do not have an **Username/Password** already registered with CSS and EnerGov, click on Register Here and follow the directions to register for an account.
3. Mark the **Remember me** checkbox to have the system remember your credentials.
4. Click *Log In*. CSS validates your login and, if it is valid, opens CSS with the functions you are authorized to access.

**Log In**

• Username

• Password

Remember Me

Log In

Forgot your password? [Reset it](#)  
 Forgot your username? [Email it](#)  
 Don't have an account yet? [Register Here](#)

**Logging in as a Registered User when you have forgotten your Username or Password.**

1. If you have forgotten your User name, click the [Email It](#) option below the **Log In** button. You will be redirected to a Forgot Username page. Fill in a valid email address in the field and click Submit. An email will be sent your Username in it. Then you can return to the login page and click *Log In* and input it.

**Forgot Username**

• Email

Submit

2. If you have forgotten your Password, click the [Reset It](#) option below the **Log In** button. Fill in a valid email address in the field and click *Submit*. An email will be sent with directions on resetting your Password.

**Forgot Password**

• Email

Submit

3. Open the email and click *Reset*.
4. You will be redirected to a CSS window where a new password can be entered and confirmed. Once confirmed, it has been reset, and you can login.

### Reset Password

The password must be at least 8 characters long with at least one upper case letter and one number.

\*Email Address

\* Password

\* Confirm Password

Your password has been reset. [Click here to log in.](#)