

# How to Register on CAP – Citizen Access Portal

*EnerGov – 2016.1*

## OVERVIEW

This document will guide you through the process of registering for an account on the Citizen Access Portal (ePortal).

## HOW TO REGISTER

1. Access the citizen access portal (CAP) for the jurisdiction.
2. Click the **Register** option located at the bottom-right corner of the banner.



3. On the New Registration page, enter user details and address information. Required fields are indicated by a red asterisk (\*).
4. Enter the Captcha value in the text box provided exactly as it is displayed, and then click the **Submit** button. A confirmation will be sent to the e-mail registered once the account is approved.

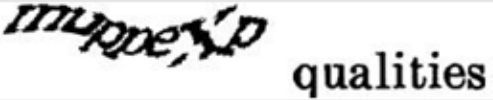

## New User Registration

**User Details**

First Name	<input type="text" value="Dwight"/>	Email	<input type="text" value="dschrute@dundermifflin.com"/>
Middle Name	<input type="text"/>	Confirm Email	<input type="text" value="dschrute@dundermifflin.com"/>
Last Name	<input type="text" value="Schrute"/>	Password	<input type="password" value="••••••"/> *
Company	<input type="text"/>	Confirm Password	<input type="password" value="••••••"/>
Reg Phone	<input type="text" value="888-888-8888"/>	Contact Preference	<input type="text" value="Email"/> ▼

**Address Fields**

Street Number	<input type="text" value="2160"/>	City	<input type="text" value="Duluth"/>
Street Name	<input type="text" value="Satellite"/>	State	<input type="text" value="GA"/> ▼
Suite/Unit	<input type="text" value="300"/>	Zip Code	<input type="text" value="30096"/>
Street Type	<input type="text" value="BLVD"/> ▼	County	<input type="text" value="USA"/>
Address Type	<input type="text" value="Business"/> ▼		

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5. Exit the application and wait until a confirmation email is received.