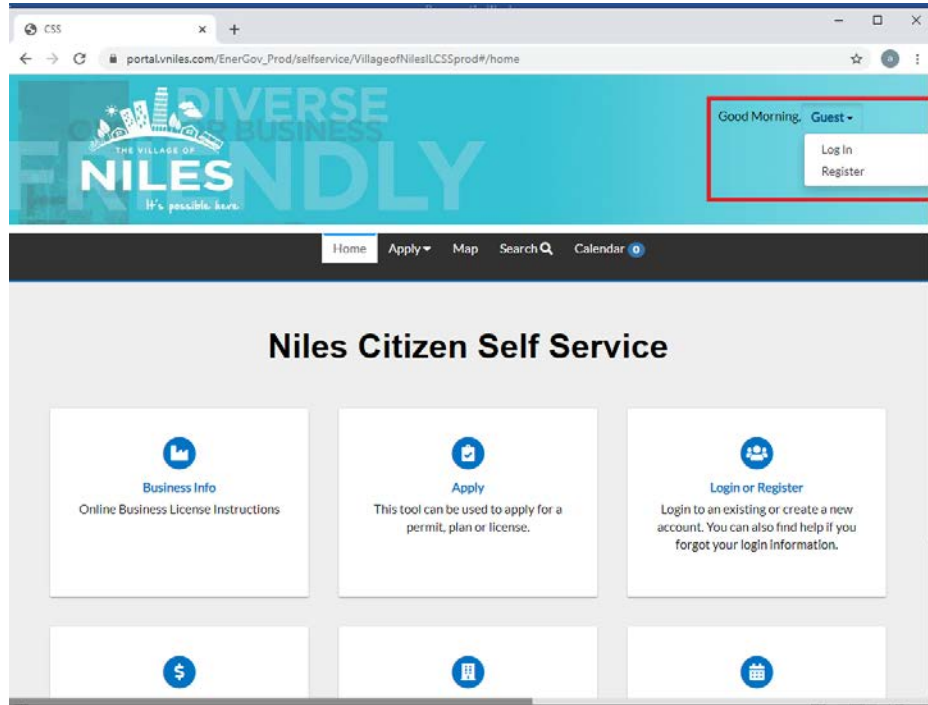
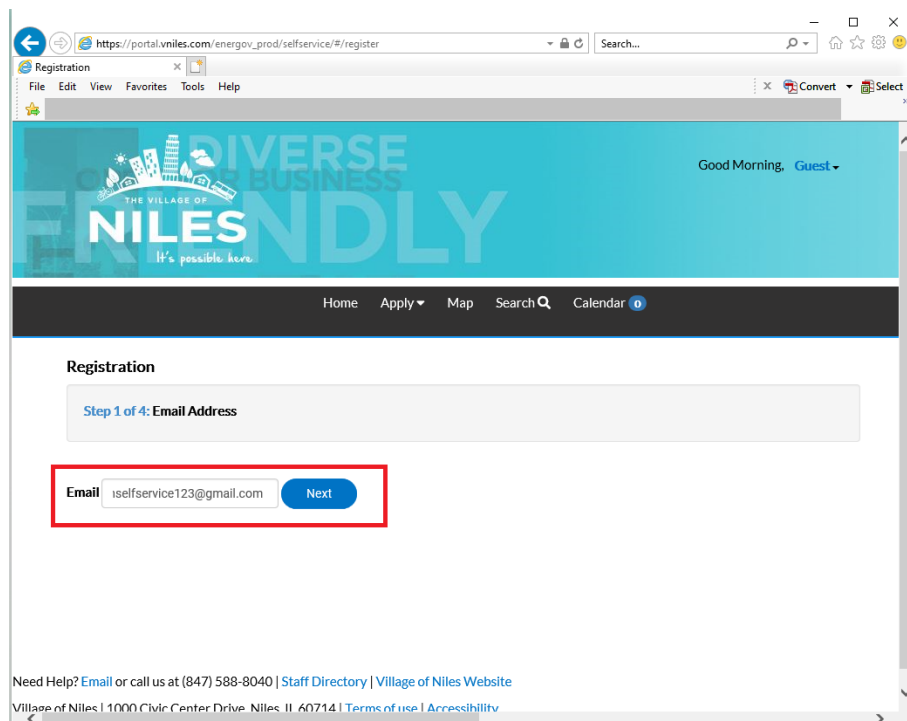


How to REGISTER for a CSS (Citizen Self Service) online account:

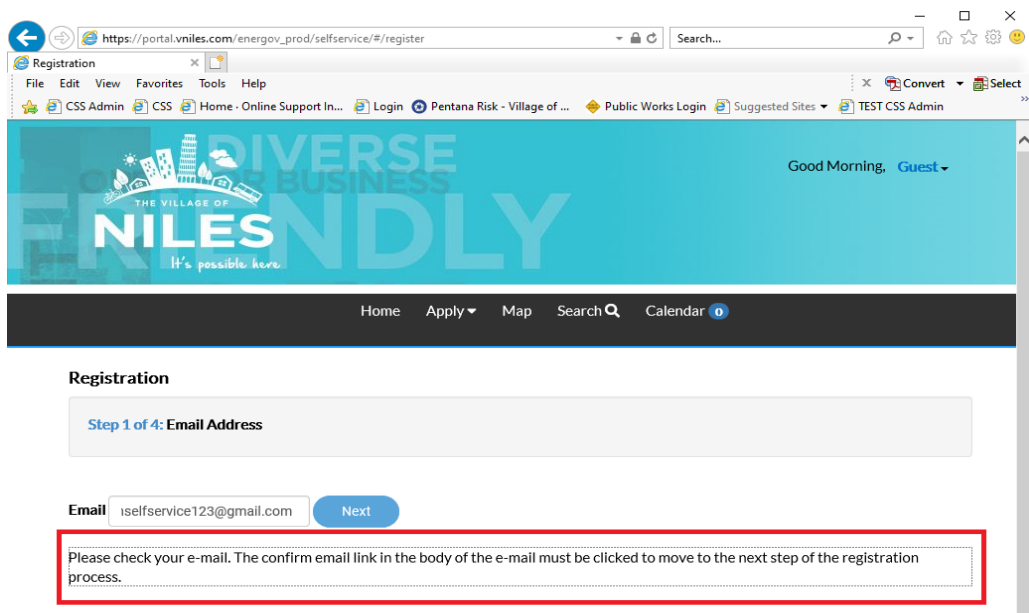
Step 1 – Go to https://portal.vniles.com/energov_prod/selfservice/#/home
Under Guest drop down on the top right > select **Register**



Step 2 – Enter your email address > then click the **Next** button



Step 3 – Please check your email and click on the email link to **Confirm** in the body of the email.



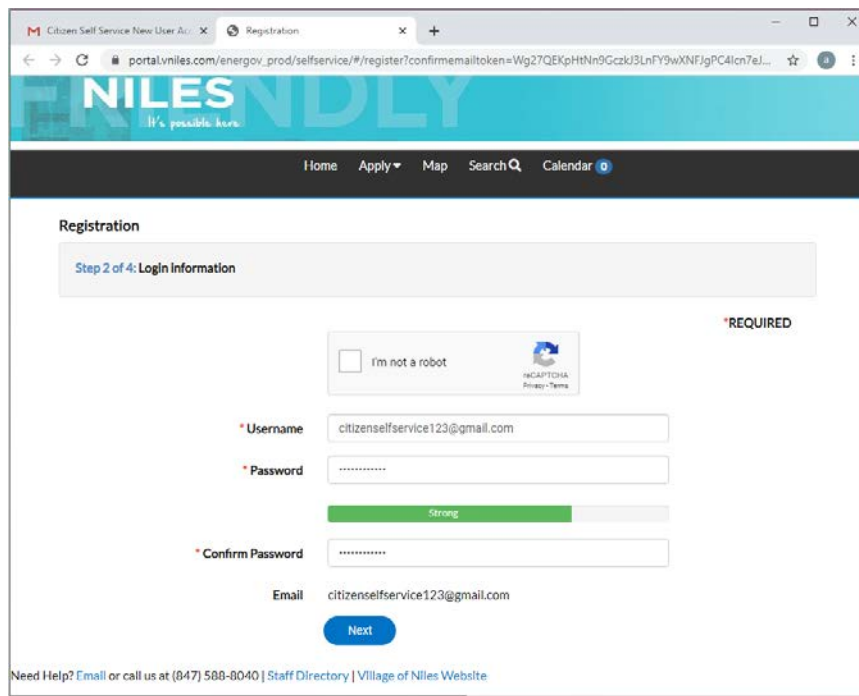
EnerGov@vniles.com
to me

9:22 AM (0 minutes ago) ☆ ↶ ⋮

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

Step 4 – Fill out the Login information and Click on the **Next** button



Step 5 – Enter your Personal Information > Click on the [Next](#) button

The screenshot shows a web browser window with the URL `portal.vniles.com/energov_prod/selfservice/#/register?confirmemailtoken=Wg27QEKpHtNn9Gczk3LnFY9wXNFJgPC4lcn7eJ...`. The page header features the "NILES FRIENDLY" logo with the tagline "It's possible here." and navigation links for Home, Apply, Map, Search, and Calendar. The main content area is titled "Registration" and shows "Step 3 of 4: Personal Info". The form includes the following fields: "First Name" (Jane), "Middle Name" (empty), "Last Name" (Smith), "Company" (empty), "Contact Preference" (Email), and "Email Address" (citizenselfservice123@gmail.com). A "Next" button is located at the bottom of the form. A "REQUIRED" label is positioned to the right of the form fields. At the bottom of the page, there is a footer with contact information: "Need Help? Email or call us at (847) 588-8040 | Staff Directory | Village of Niles Website | Village of Niles | 1000 Civic Center Drive, Niles, IL 60714 | Terms of use | Accessibility".

Step 6 – Enter your Address Information > Click on the [Submit](#) button

The screenshot shows the same web browser window as in Step 5, but the registration form is now at "Step 4 of 4: Address". The form includes the following fields: "Country Type" (US), "House Number" (1000), "Pre Direction" (empty), "Street Name" (Civic Center), "Street Type" (DR), "Post Direction" (empty), "Unit Or Suite Number" (empty), "City" (Niles), "State" (IL), "Postal Code" (60714), "County" (empty), and "Address Type" (Location). "Back" and "Submit" buttons are located at the bottom of the form. A "REQUIRED" label is positioned to the right of the form fields. The footer at the bottom of the page is identical to the one in Step 5.

You are now registered and can begin utilizing the Citizen Self Service website.

The screenshot shows a web browser window with the URL `portal.vniles.com/energov_prod/selfservice/#/dashboard`. The page features a teal header with the text "DIVERSE BUSINESS FRIENDLY" and "THE VILLAGE OF NILES It's possible here." A navigation bar includes "Dashboard", "Home", "Apply", "View", "Map", "Search", and "Calendar". The main content area is divided into two sections: "My Permits" and "My Plans".

My Permits

Attention	Pending	Active	Draft	Recent
0	0	0	0	0

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
0	0	0	0	0