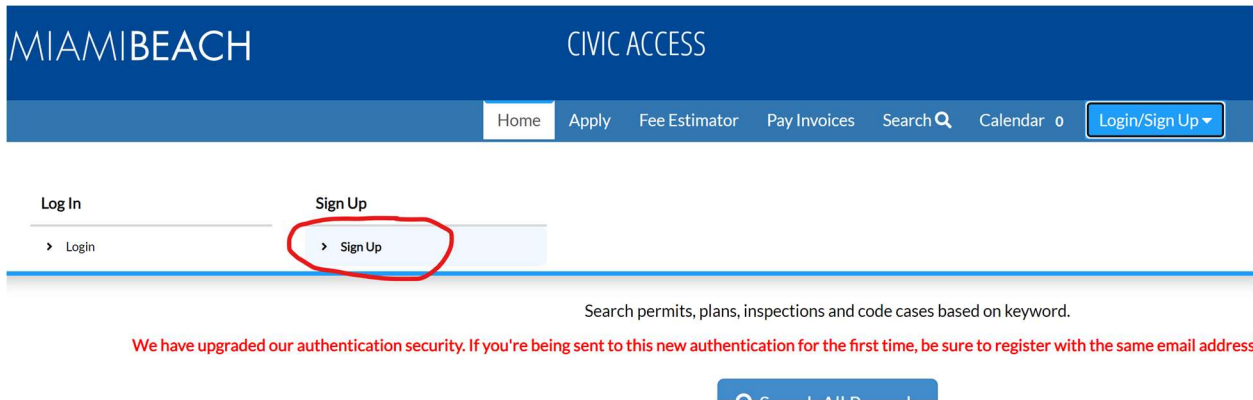


Creating a Citizen Access Account

Civic Access New Sign-on Guide


1. Go to the Civic Access portal:
<https://energovcss.miamibeachfl.gov/energovprod/selfservice#/home>
2. Then, click Sign Up.



3. If you have an account, enter your email address and click Next. Otherwise, click on the Sign up link.

The screenshot shows the sign-in/sign-up form. At the top, there is a globe icon and the text 'Sign in to community access services.' Below this are four social media login options: 'Sign in with Google', 'Sign in with Apple', 'Sign in with Microsoft', and 'Sign in with Facebook'. Below these options is an 'OR' separator. Underneath is an 'Email address' field with a red error message: 'This field cannot be left blank'. Below the email field is a checkbox labeled 'Keep me signed in'. A blue 'Next' button is located below the checkbox. At the bottom of the form, there are two links: 'Unlock account?' and 'Help'. At the very bottom, there is a 'Create an account' button.

4. Fill in all the fields and click the Sign up button.



Create an account

Email

! This field cannot be left blank

First name

Last name

Mobile phone Optional

Password

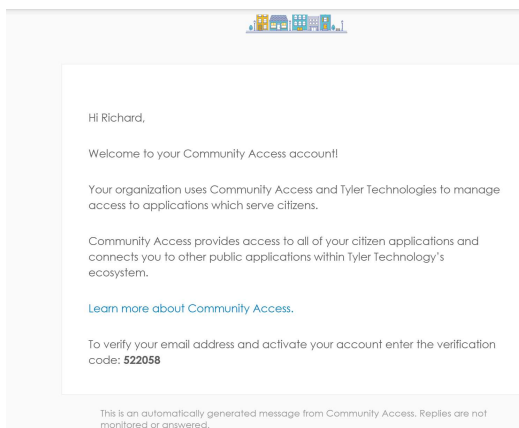
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

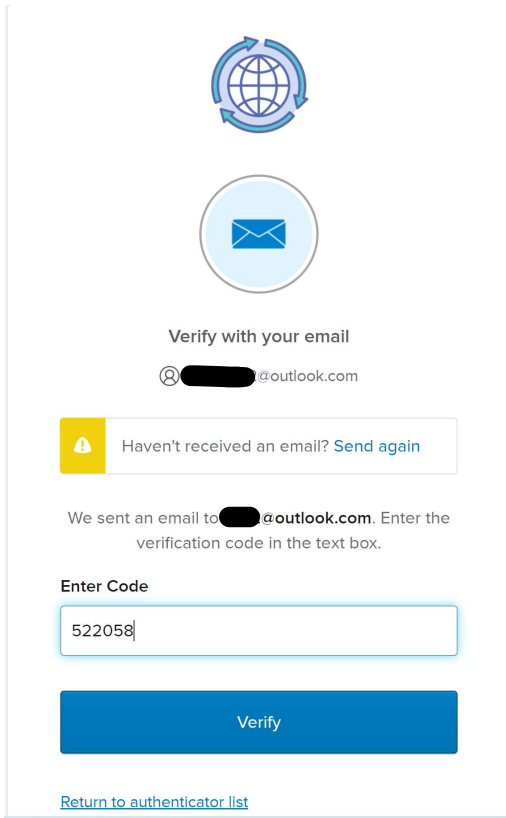
[Sign up](#)



[Already have an account?](#)

5. Next, check your email for the verification code.





6. Next, enter the verification code and click Verify.



Verify with your email

 [Redacted]@outlook.com

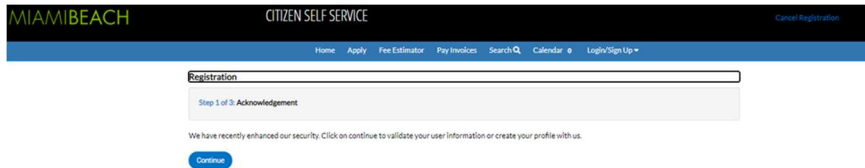
 Haven't received an email? [Send again](#)

We sent an email to [Redacted]@outlook.com. Enter the verification code in the text box.

Enter Code

[Return to authenticator list](#)

7. Next, complete steps 1 – 3 to finish your registration.



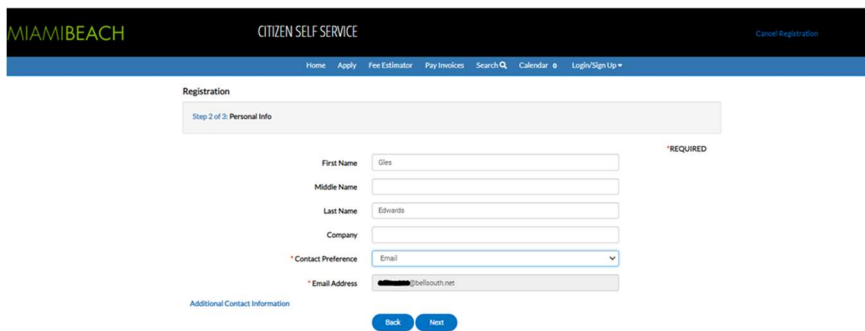
MIAMI BEACH CITIZEN SELF SERVICE Cancel Registration

[Home](#) [Apply](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#) [Log In/Sign Up](#)

Registration

Step 1 of 3: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.



MIAMI BEACH CITIZEN SELF SERVICE Cancel Registration

[Home](#) [Apply](#) [Fee Estimator](#) [Pay Invoices](#) [Search](#) [Calendar](#) [Log In/Sign Up](#)

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

MIAMIBEACH CITIZEN SELF SERVICE Cancel Registration

Home Apply Fee Estimator Pay Invoices Search Q Calendar 0 Login/Sign Up

Registration

Step 3 of 3: Address

*Address *REQUIRED

Apartment, suite, unit, floor, (optional)

City

State

Postal Code

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

8. This completes your registration. You can now apply for a permit online.

MIAMIBEACH CIVIC ACCESS

Dashboard Home Apply My Work Fee Estimator Pay Invoices Search Q Calendar 0 Login/Sign Up

All payments that are not honored by the bank for ANY reason will result in fines and penalties.

My Permits

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
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