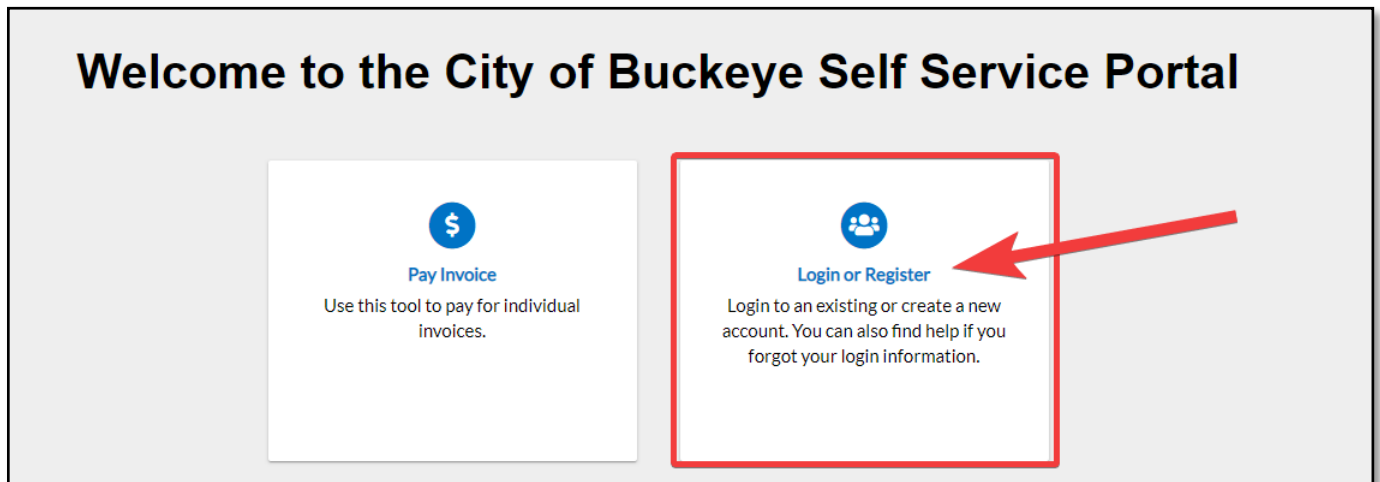




DEVELOPMENT SERVICES / ENGINEERING DEPARTMENT Online Registration in the EnerGov Self Service (CSS) Portal

Attention: This service applies to permits issued after 3/3/2019 and/or stamped “ENERGOV” with the following prefix: BLDC, BLDR, DEM, ELECC, ELECR ENG, ENGV, ENGROW, FDPC, FDPR, FDPC or PLZP

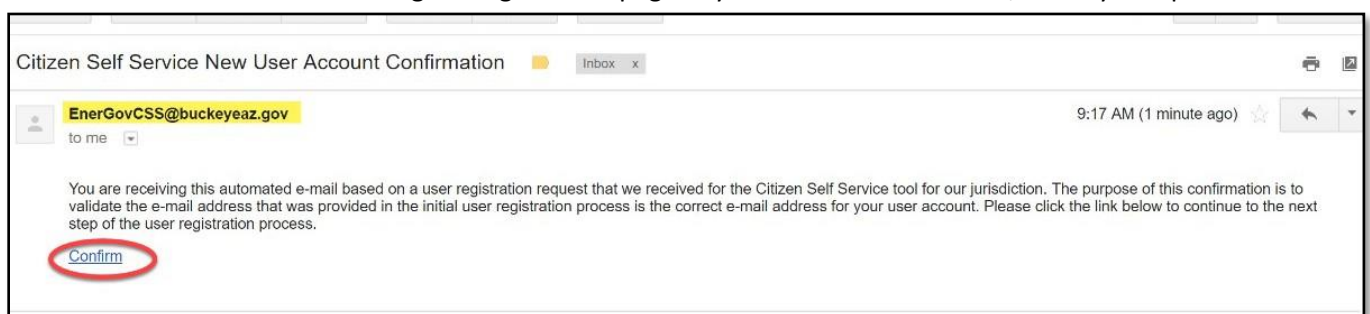
- 1) Go to https://egselfservice.buckeyeaz.gov/EnerGov_Prod/SelfService
- 2) Click “Login or Register”

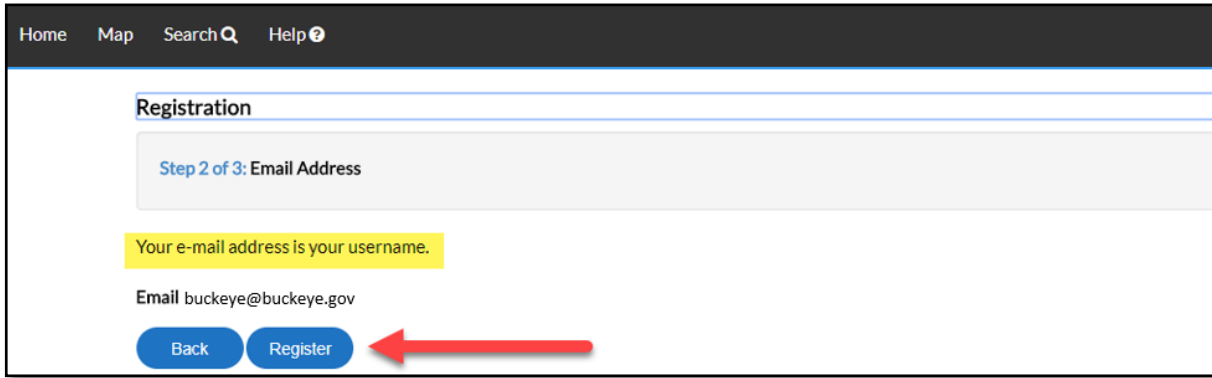


- 3) If you have an account log in. If you do not have an account, click “Register Here” to create one.
- 4) Enter your email address and click “Next”

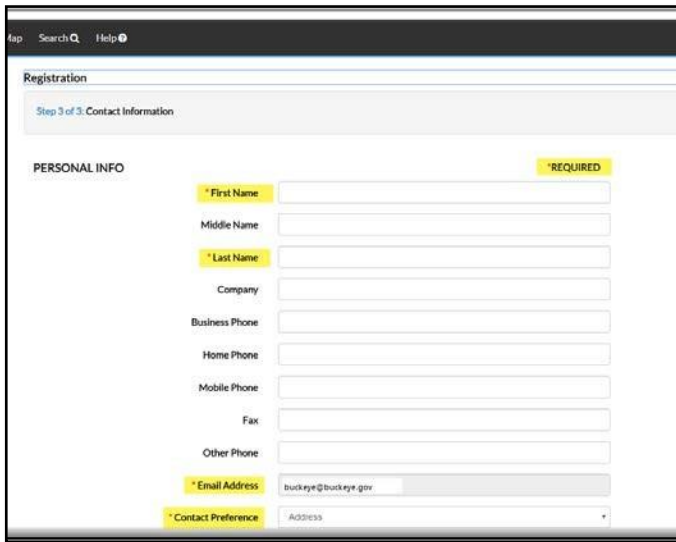
Attention: When possible, use the same email address that you use in your transactions with the City

- 5) You will receive an e-mail from “EnerGovCSS@buckeyeaz.gov.” Open the e-mail and click the “Confirm” link.
Attention: Do not return to the original registration page. If you do not see the email, check your spam folder.

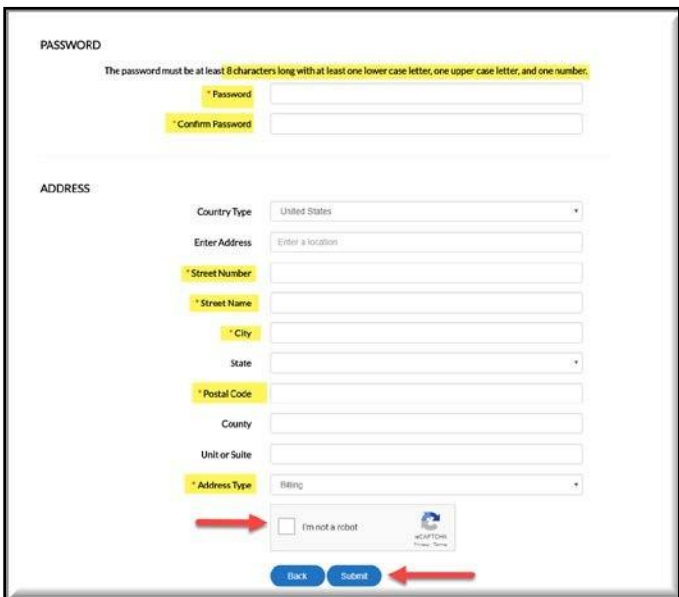




- 6) Click “**Register**” (Do not return to the original registration page, use the emailed link)
- 7) Enter Personal Info, Password and Address, click “I am not a robot” and then “submit”.



All fields are recommended.
Asterisks are required.



Password must be at least eight characters long and must include an uppercase letter and number

Click the CAPTCHA box “I’m not a robot”

Click “Submit”

CSS will display the “Thank you for registering” message” You can now log in.

ONLINE REGISTRATION GUIDE CONTINUED

Below is a view of the dashboard. After your plans are processed, you will see your invoices here. Payment can be made electronically from the dashboard.

The dashboard is divided into three main sections:

- My Plans:** Contains five circular status indicators: Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). A link below reads "View My Plans".
- My Inspections:** Contains three circular status indicators: Requested (0), Scheduled (0), and Closed (7). Below the Closed indicator is a list: "Bldg - Soils - R" (2), "Bldg - Stem Wall..." (2), and "Other" (3). A link below reads "View My Inspections".
- My Invoices:** A table with three rows: "Current" (0, \$0.00), "Past Due" (1, \$40.00), and "Total" (1, \$40.00). Each row has an "Add To Cart" button. A red box highlights this section, and a red arrow points to the "Add To Cart" button for the Total row. A link below reads "View My Invoices".

You can also pay your Invoice by selecting “Pay Invoice”.

Note: You will need to search your full invoice number including the zeros in front. For example “00001263”

The portal has a grey background with the title "Welcome to the City of Buckeye Self Service Portal". There are two main white boxes:

- Pay Invoice:** Features a blue circle with a white dollar sign icon. Below it is the text "Pay Invoice" and "Use this tool to pay for individual invoices." A red box surrounds this entire section, and a red arrow points from the left towards the "Pay Invoice" text.
- Login or Register:** Features a blue circle with a white group of people icon. Below it is the text "Login or Register" and "Login to an existing or create a new account. You can also find help if you forgot your login information."