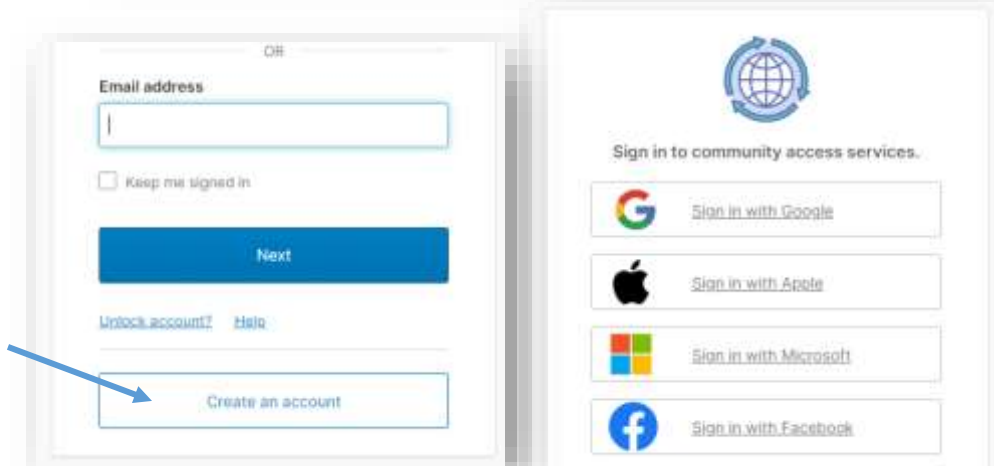
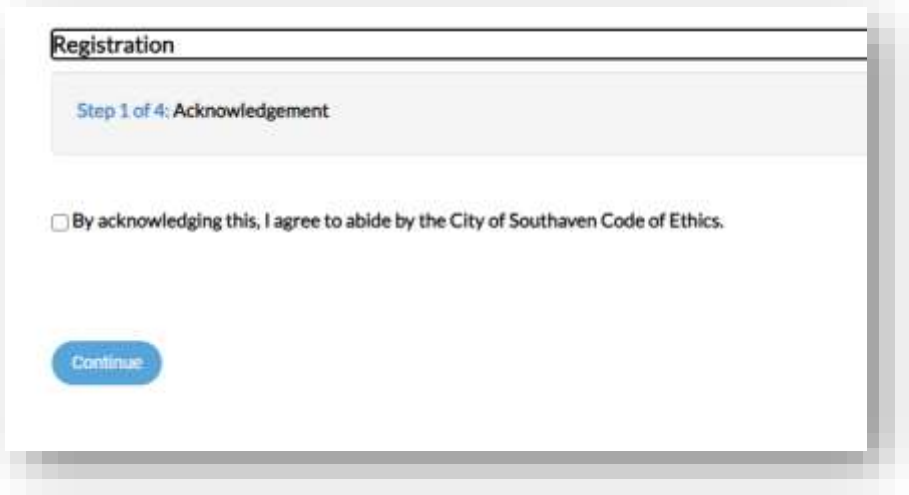


Process: Contractor Access Portal
 Procedure: Create an account and login.

1	To create an account, utilize the link below in order to access the Energov Portal: https://cityofsouthavenms-energovweb.tylerhost.net/apps/selfservice#/home	 The dashboard titled "Welcome to City of Southaven Civic Access" features six main service tiles: "City of Southaven" (for additional information and documents), "Apply" (for permits, plans, or licenses), "Login or Register" (for existing users or new account creation), "Map" (for neighborhood activity exploration), "Pay Invoice" (for individual invoices), and "Request Inspection" (for existing records).
2	Once on the Energov Civic Access Webpage, under Login or Register, individuals will select Create An Account option for new users or Sign in with applicable login information for returning/existing users.	 This section shows two overlapping screenshots. The left screenshot displays a login form with fields for "Email address" and "OR #", a "Keep me signed in" checkbox, a "Next" button, and links for "Unlock account?" and "Help". A blue arrow points to the "Create an account" link at the bottom. The right screenshot shows the "Sign in to community access services" section with buttons for "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook".

3	After selecting Creating an Account and successfully verifying the email address for the previous field, under Registration section, individuals MUST complete all required registration fields including <i>Personal Info</i>, <i>Address</i>, and <i>Signature</i> prior to any submissions.	
4	After successfully creating an account or signing in, individuals may select and view the Dashboard option in the upper menu of the home screen, allowing them to view permits, plans, inspections, and invoices associated with their user account.	