



# Changing Email Address

1. Sign into CSS
2. Click Home, then My Account
3. Delete the current email and type in a new email address
4. Click save. Check your email for a confirmation email





Citizens Self Service


Good Evening, [Test User](#)  2

Dashboard **Home** Apply My Work Today's Inspections Map Pay Invoices Search  Calendar  311

## Welcome to Self Service

  
**Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

  
**Apply**  
This tool can be used to apply for a permit, plan or license.

  
**My Account**  
Click here to access your account information.

## My Account

**PERSONAL INFO** ADDRESSES MY INVOICES MY BUSINESSES MY CERTIFICATES

### Personal Info

\*REQUIRED

* Username	<input type="text" value="cocctestuser"/>
First Name	<input type="text" value="Test"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="User"/>
Company	<input type="text" value="Test Company"/>
Business Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Other Phone	<input type="text"/>
* Email Address	<input type="text" value="[REDACTED]"/>
* Contact Preference	<input type="text" value="Email"/>

Save