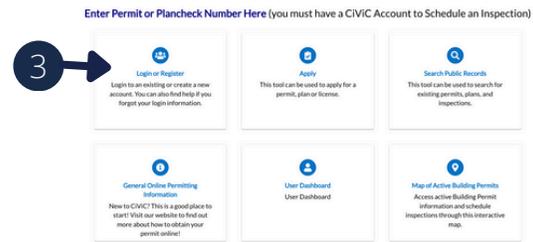
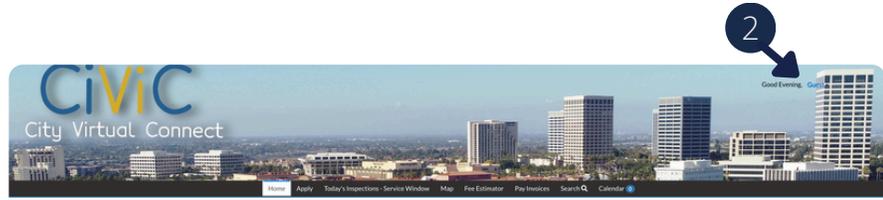




Newport Beach Civic Online Account Registration

To Register for Civic Access:

1. Navigate to the **Civic Online Portal**
2. Click **Guest** at the top right corner of the home page.
3. Or click **Log In or Register** on the home page.
4. If not registered or reregistering, click on **Sign Up**.



NOTE: Unless your existing CSS login info is exactly the same as what you use for Google/Apple/Microsoft/Facebook continue to use Sign Up. If you use a personal email for Google/Apple/Microsoft/Facebook, but a business email for CIVIC, then your CIVIC account will **NOT** properly link to your records when you sign in.

Log In

* Username

* Password

[Log In](#)

Forgot your password? [Reset it](#)
 Forgot your username? [Email it](#)
 Don't have an account yet? [Register Here](#)

What you're used to

Sign in to community access services.

[Sign in with Google](#)

[Sign in with Apple](#)

[Sign in with Microsoft](#)

[Sign in with Facebook](#)

OR

Email address

Keep me signed in

[Next](#)

[Unlock account?](#)
[Help](#)

Don't have an account? [Sign up](#)

What's New



Newport Beach Civic Online Account Registration

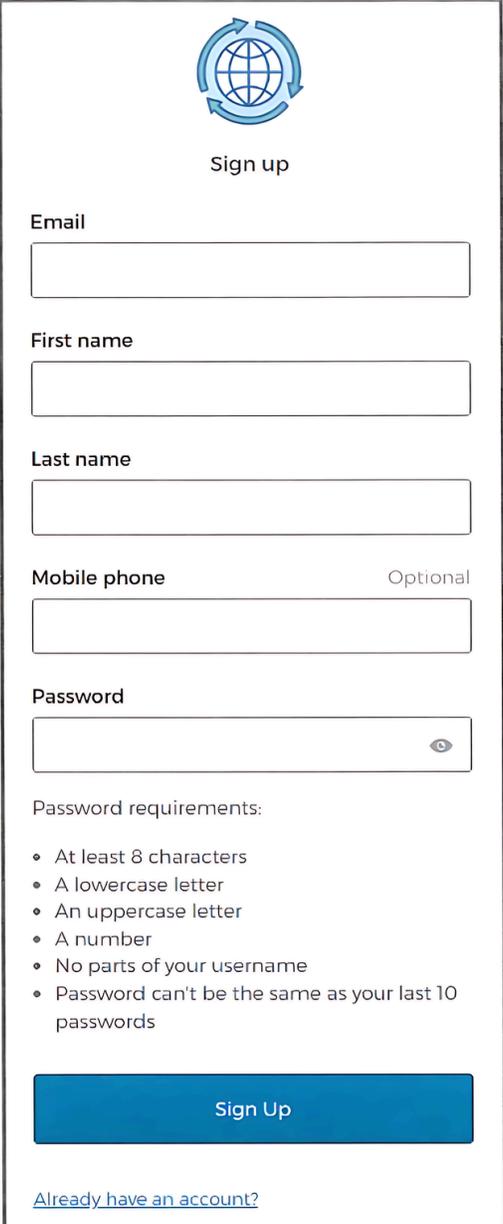
Create an Account:

The browser displays the **Sign Up** page.

1. Type:

- An **Email Address**
- **First Name**
- **Last Name**
- **Mobile Phone** Number
- **Password**

2. Click on **Sign Up**.



The screenshot shows a 'Sign up' page with a globe icon and a 'Sign up' button. Below the icon is the text 'Sign up'. The form contains the following fields:

- Email**: A text input field.
- First name**: A text input field.
- Last name**: A text input field.
- Mobile phone**: A text input field with the word 'Optional' to its right.
- Password**: A text input field with an eye icon on the right side.

Below the password field, there is a section for 'Password requirements:' with a bulleted list:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

At the bottom of the form is a blue button labeled 'Sign Up' and a link that says 'Already have an account?'.

Confirm Account:

Check for a confirmation email.

- Open the **email**.
- Click **Confirm**.

You are receiving this automated e-mail based on a user registration request that we received for the Civic Access 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](#)



Newport Beach Civic Online Account Registration

Complete Registration:

The browser displays the **Civic Access** page.

1. Type a **Username**, **Password**, and **Confirm Password**. The username may default to the email used to register, if not, type the email address as the username.
2. Complete the **CAPTCHA**.
3. Click **Next**.

Registration

Step 2 of 4: Login information

I'm not a robot

 reCAPTCHA
Privacy - Terms

* Username

* Password

* Confirm Password

Email @gmail.com

Next



Newport Beach Civic Online Account Registration

Personal Info:

1. Type the required information on the Personal Info step.
2. Select a **Contact Preference** in the dropdown.
3. Click **Next**.

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name First Name is required.

Middle Name

* Last Name Last Name is required.

Company

* Contact Preference --Select Contact Preference--

* Email Address @gmail.com

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone



Newport Beach Civic Online Account Registration

Address:

1. Type **Address** information.
2. Click **Submit**.

Registration

Step 4 of 4: Address

*** Address** ***REQUIRED**

Street address, P.O. box (required)

Apartment, suite, unit, floor, (optional)

City

State

Postal Code

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

3. Registration is now complete. 🎉