

Citizen Self Service Portal – Registration Guide

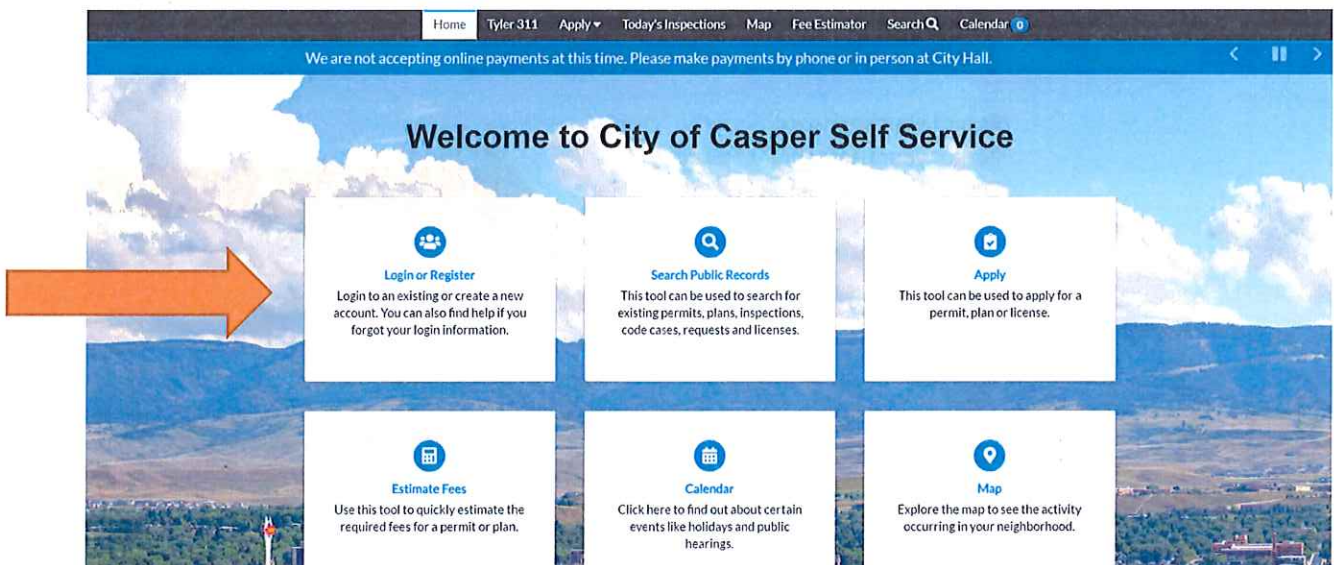
In order to apply for a building permit, schedule inspections, or apply for/renew a contractor’s license in the City of Casper, WY, you must register for an online account. This Guide is meant to walk you through the process of registration.

Step 1

On your computer, tablet, or smart phone, go to the following link:

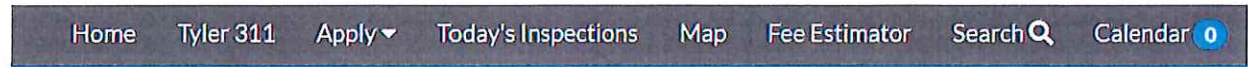
https://eg.casperwy.gov/EnerGov_Prod/SelfService#/home

*(***We recommend that you bookmark this website, and create a “shortcut” on your device, since you will be using it often)*



Step 2

Click on/Choose the Login/Register Option (See Arrow above). Choose the "Register Here" link at the bottom.



Log In

* Username

* Password

Remember Me

Log In

Forgot your password? [Reset it](#)

Forgot your username? [Email it](#)

Don't have an account yet? [Register Here](#)



Step 3

Follow the four (4) steps:

- 1) Provide your Email Address;
- 2) An Email will be sent to your Email inbox to verify that you entered the correct Email. (**** Note, check your junk/spam folder)
- 3) Open the Email, and select **Confirm**;

Citizen Self Service New User Account Confirmation Inbox x



tyleralerts@casperwy.gov
to me

11:04 AM (1 minute ago) ☆ ↶ ⋮

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



↶ Reply ↷ Forward

Step 4

Create a **Username**, **Password**, and **check the box** to prove that you are “not a robot”

Registration

Step 2 of 4: Login information

*REQUIRED

I'm not a robot



* Username

* Password

* Confirm Password

Email

[Redacted email address]

Next

Step 5

Enter your personal information. The asterisk * indicates a **required field**.

Home Tyler 311 Apply Today's Inspections Map Fee Estimator Search Calendar

Registration

Step 3 of 4: Personal Info

*REQUIRED

First Name

Middle Name

Last Name


Company

* Contact Preference Email

* Email Address

Additional Contact Information

Back Next



Press **Next**, and you will arrive at the final registration step. Complete your personal information, then press **Submit**.

*REQUIRED

Country Type

* Address Line 1
Address Line 1 is required.

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City


State

Postal Code


County

* Address Type

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



Once your registration information is processed, you will be automatically directed to the **DASHBOARD**, which indicates that your registration was successful. Be sure to scroll down, in order to see all the information/fields.



Dashboard Home Tyler 311 Apply My Work Today's Inspections View Map Fee Estimator Search Calendar

We are not accepting online payments at this time. Please make payments by phone or in person at City Hall.

My Permits

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

My Plans

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

My Inspections

Requested 0	Scheduled 0	Closed 0
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[View My Inspections](#)

My Invoices

Current	0	\$0.00
Past Due	0	\$0.00
<hr/>		
Total	0	\$0.00

[View My Invoices](#)

My Licenses

Draft 0

[View My Licenses](#)