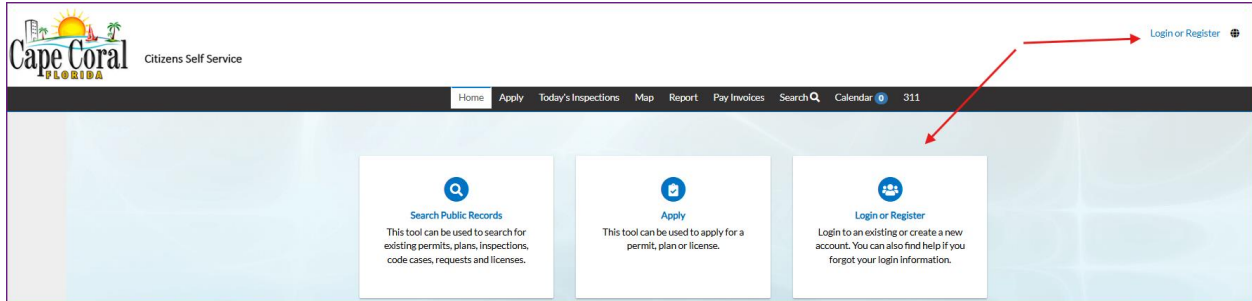


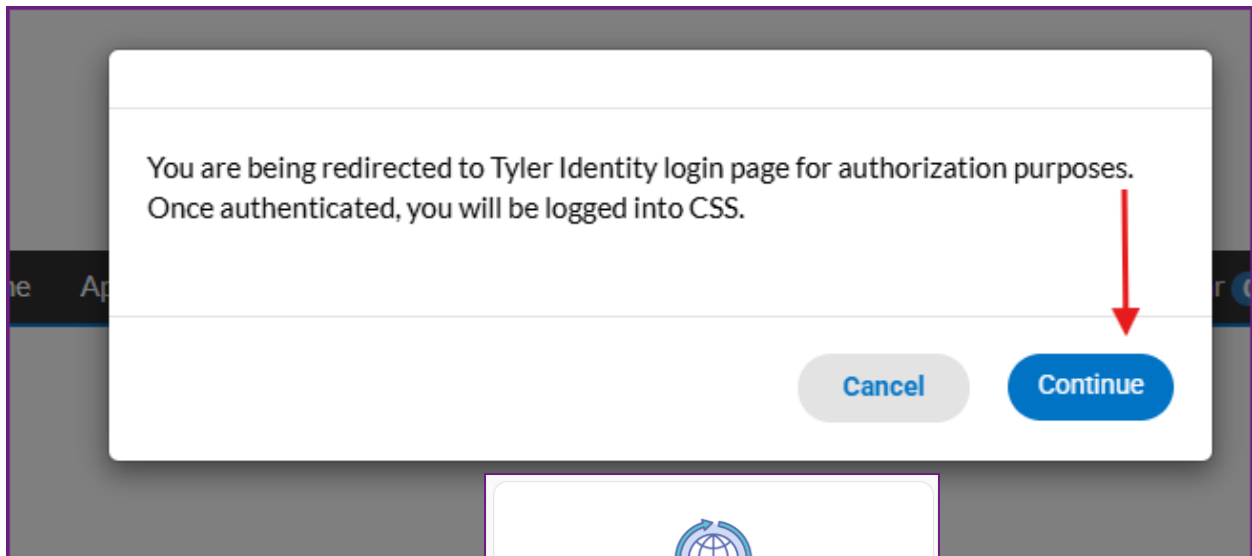
Registering for CSS Portal Access

Go to [EnerGov CSS Portal](#)

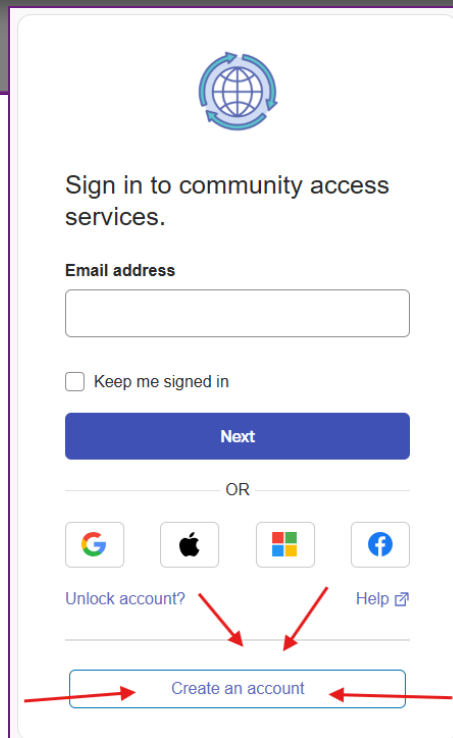
1. Click on Login or Register (top right-hand corner) or the white box titled Login or Register




Click Continue



2. Click **Create an account**



3. Complete the information on the next screen



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- × No parts of your username

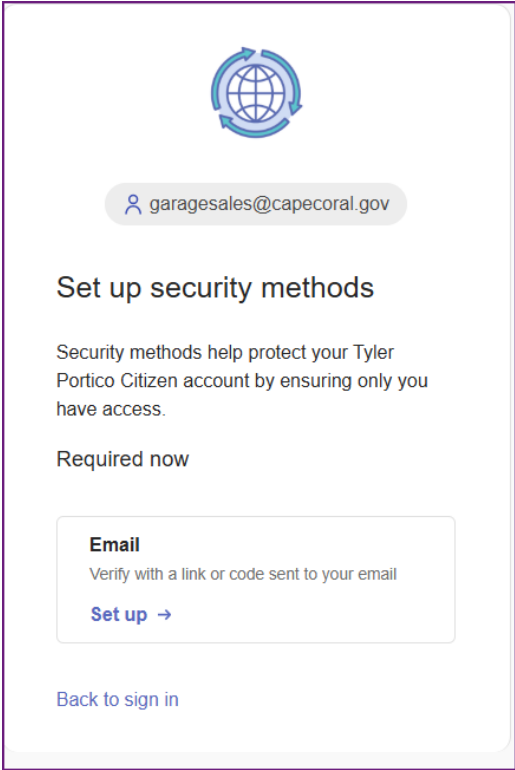
Password


[Sign up](#)


Already have an account? [Sign In](#)

4. Make sure to click **SIGN-UP** button

If you choose to use the option of entering your password for your login, and you are asked the following, click on **Set up ->**





 garagesales@capecoral.gov

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

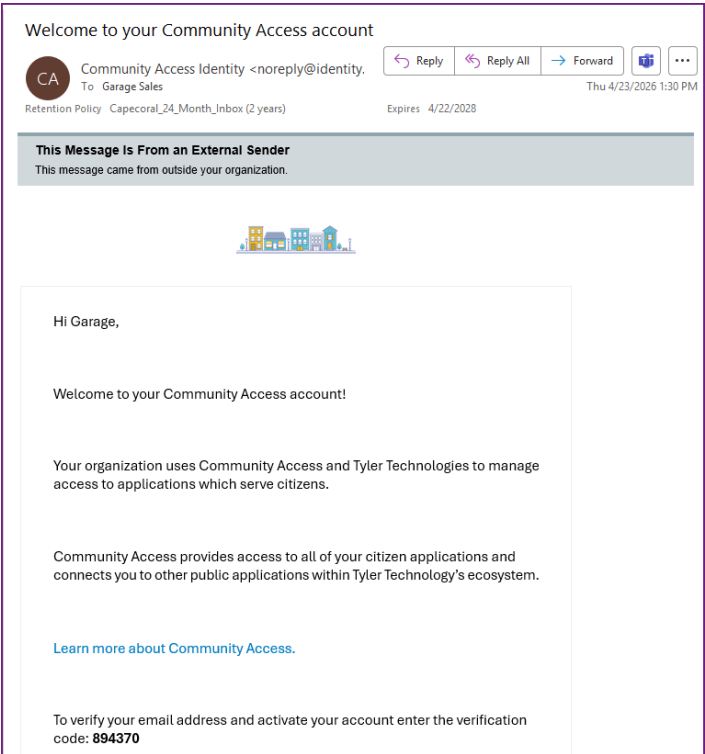
Required now

Email
Verify with a link or code sent to your email


[Set up ->](#)

[Back to sign in](#)

Example of email you will receive from Community Access Identify noreply@identity.tylerportico.com with the verification code




Welcome to your Community Access account

 Community Access Identity <noreply@identity.tylerportico.com>
To: Garage Sales

Retention Policy: Capecoral_24_Month_Inbox (2 years) Expires: 4/22/2028 Thu 4/23/2026 1:30 PM

This Message Is From an External Sender
This message came from outside your organization.



Hi Garage,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **894370**

5. Enter code and click on **VERIFY**

Verify with your email

We sent you a verification email. Enter the verification code in the text box.


Enter Code

Verify

[Verify with something else](#)

[Back to sign in](#)

6. Next screen is Optional – click **CONTINUE** →→



garagesales@capecoral.gov

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
[Set up →](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
[Set up →](#)

Phone
Verify with a code sent to your phone.
[Set up →](#)

Continue

REGISTRATION

Registration

Step 1 of 3: Acknowledgement

Registration Steps

Important
 If you already have an account on file with the City of Cape Coral (*Business Tax Receipt, Professional License, permits, plans, or other City services*), please use the same email address. You must also confirm your email to continue.

1. Enter an email address for your account. **If you have an existing City of Cape Coral account, be sure to use the email address currently on file.**
2. You will receive a confirmation email. **You must CONFIRM the email in order to continue registration.**
3. Create your username and password. **If a contact card appears and it does not display the correct owner or license holder name and company/business (when applicable), do not continue.**

Please visit the City of Cape Coral contact page so your inquiry can be routed to the appropriate department:
https://www.capecoral.gov/government/contact_us.php


4. Select **Contact Preference as Email** and click **Next**.
Note: City of Cape Coral communications related to registration and case activity are delivered via email.
5. Review your information and click **Submit**.

City of Cape Coral Contact Information

Department	Phone	Email
Zoning Compliance Certificate	239-574-0553	Zoning@capecoral.gov
Land Development	239-573-3052	SDPlans@capecoral.gov
Fire Inspections	239-242-3264	Fireinspections@capecoral.gov
Contractor's Registration	239-574-0870	ContractorRegistration@capecoral.gov
Building Permits	239-574-0546	Permits@capecoral.gov
Business Tax Receipts	239-574-0430	businesstaxreceipts@capecoral.gov
Rental Registrations	239-574-0601	rentalregistrations@capecoral.gov

For general inquiries, you may also use the City contact page: https://www.capecoral.gov/government/contact_us.php

Add certificates during registration ⓘ

Continue 

1. Click CONTINUE

2. Complete the fields with the **RED ASTERISK (*) REQUIRED**

Registration

Step 2 of 3: Personal Info

First Name *REQUIRED

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

Back Next

3. You must select **Email** as the contact preference, as this is the only form of contact used for communications.

4. Enter any or all phone numbers and click **<TAB>**. If you only enter one of the phone options, enter it and click **<TAB>** to activate the **NEXT** button

Registration

Step 2 of 3: Personal Info

First Name *REQUIRED

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

Only one is required and click **<TAB>**

Back Next

<TAB>

5. Enter your **billing/main address** (not the rental property address)

Registration

Step 3 of 3: Address

* Address *REQUIRED

City

State

Postal Code

Back Submit

6. Then click **SUBMIT**

Registration

Step 3 of 3: Address

* Address *REQUIRED

City

State

Postal Code

Back Submit