How to create an account on Civic Access

1. Use this link to open Civic Access on your browser: https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home

2. On the top-right side of the page, click "Login or Register".
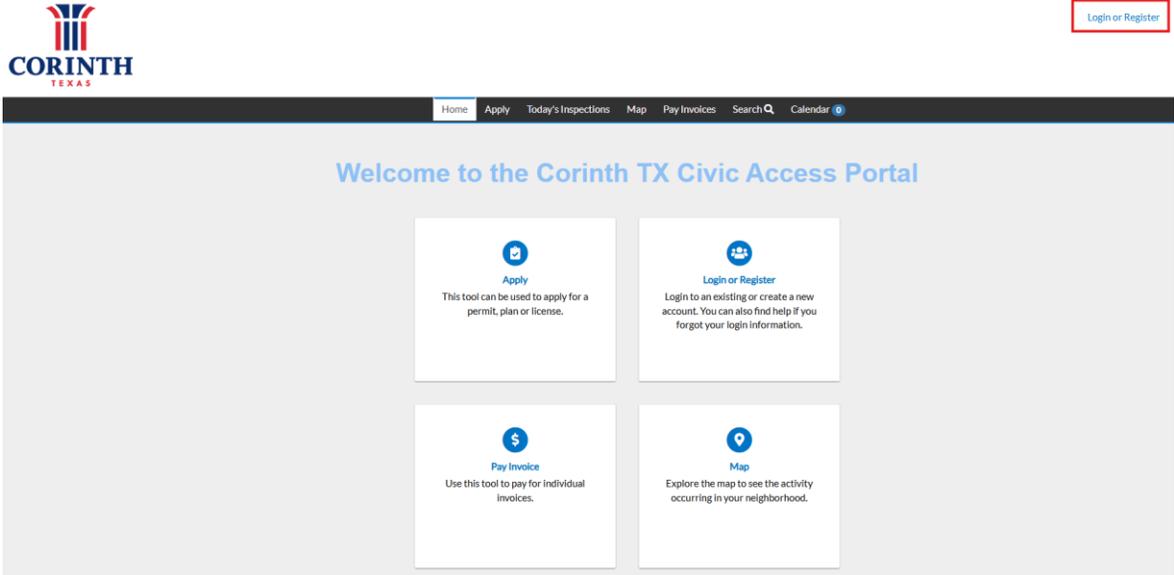
3. Click "Create an account" and enter the requested information on the screen that pops up. After you've filled in the information, click "Sign Up".
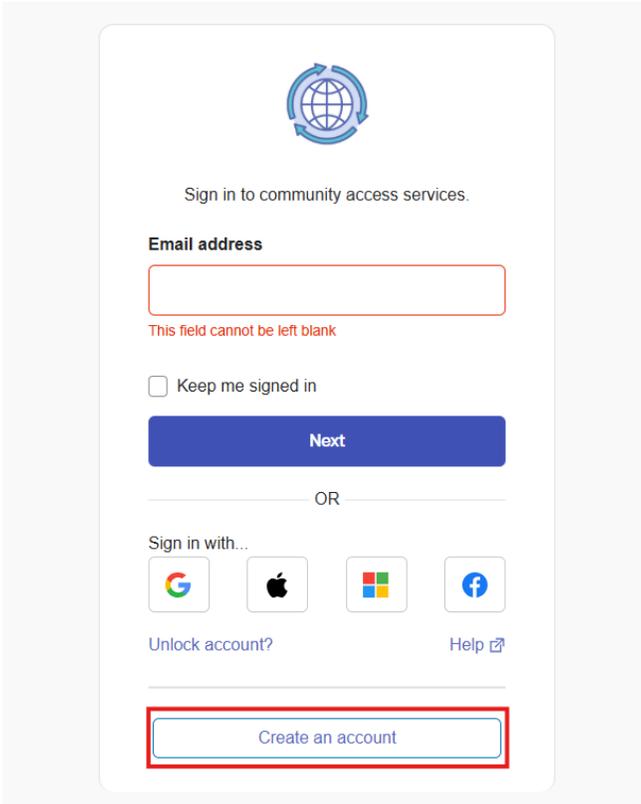
How to apply for a Permit/Plan

1. Paste the following URL to login to Civic Access: https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home
2. Login to your account.
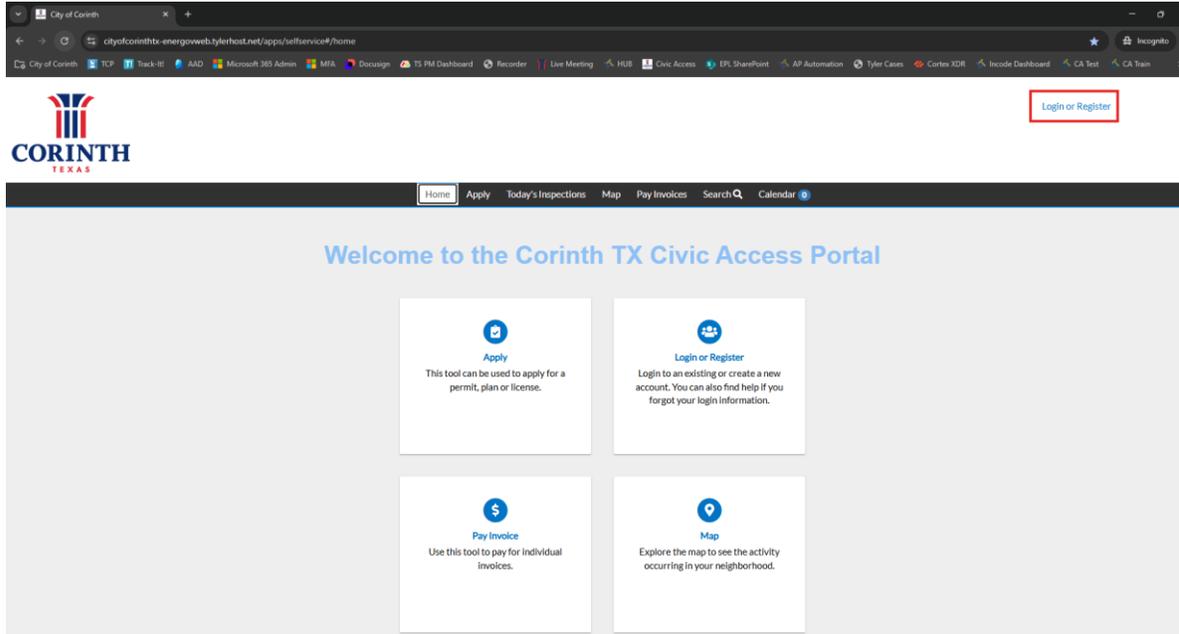
3. Click "Apply"
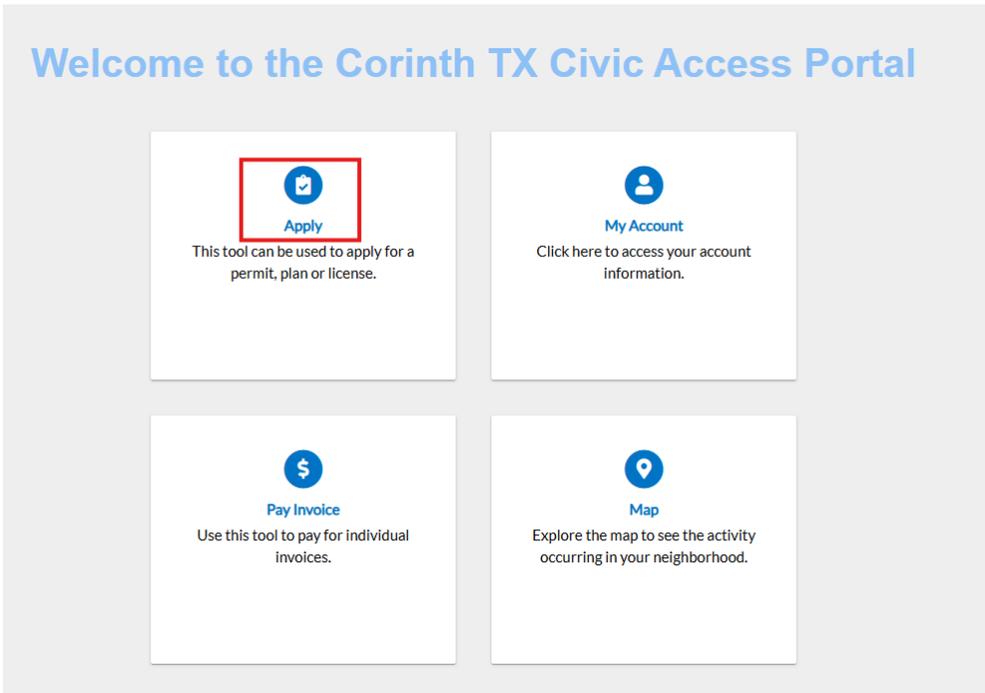
4. Use the search bar to search for the permit/plan, click the permit/plan type that is relevant to you and click "Apply".

5. Click the "+" sign to add a location and wait for the map to load.

Apply for Permit - New Construction Residential
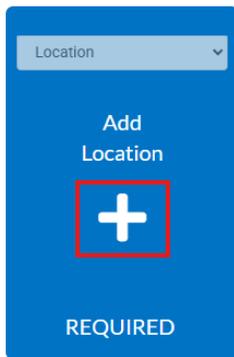
6. Start typing your address. In case you can't find your address, or your parcel doesn't have an address assigned yet, please go to step 7. Else, skip to step 10.
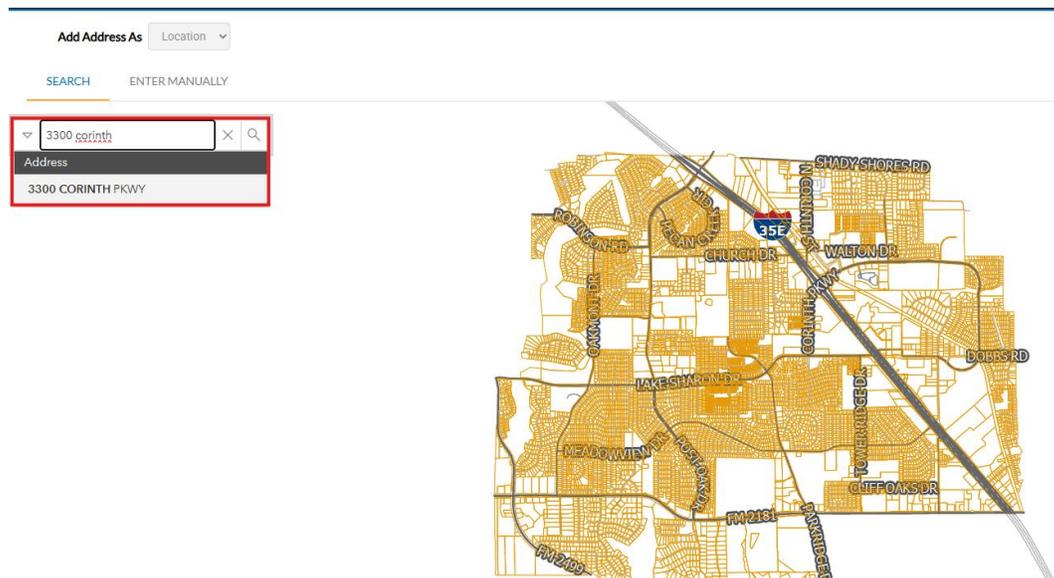
7. Visit The City of Corinth GIS website:
   https://corinth.maps.arcgis.com/apps/webappviewer/index.html?id=f6d40f9c04cb42559856f873d505240c

8. Enter your address/parcel number in the search bar on the top left. When your property is found, please copy the DCAD Property ID(Example: 230478).
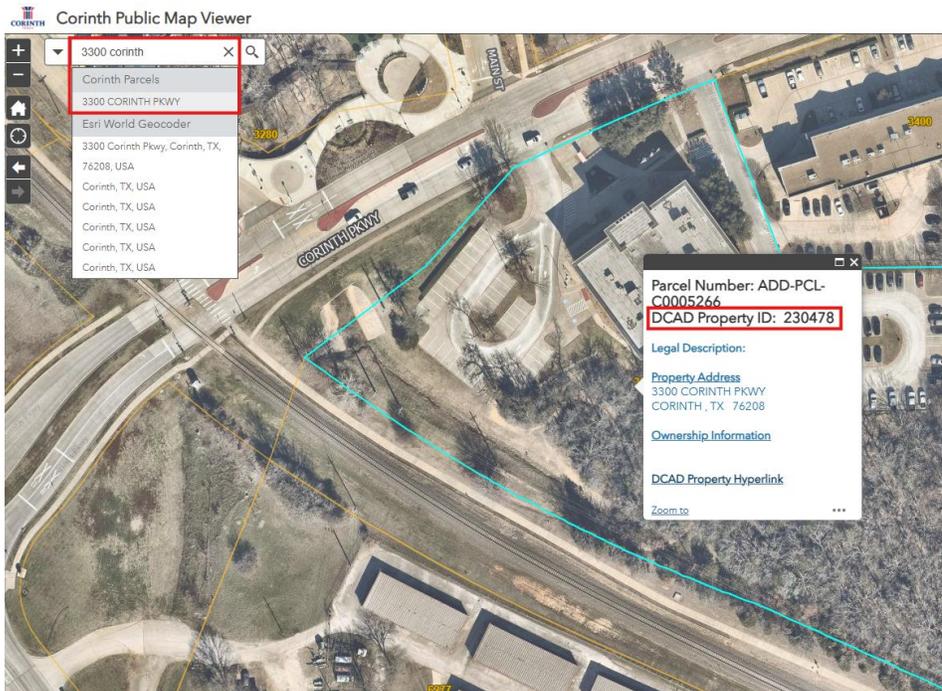
9. Paste the DCAD Property ID in the search box in Civic Access and click the search icon.

10. To add your address, click the relevant result and click "Add"
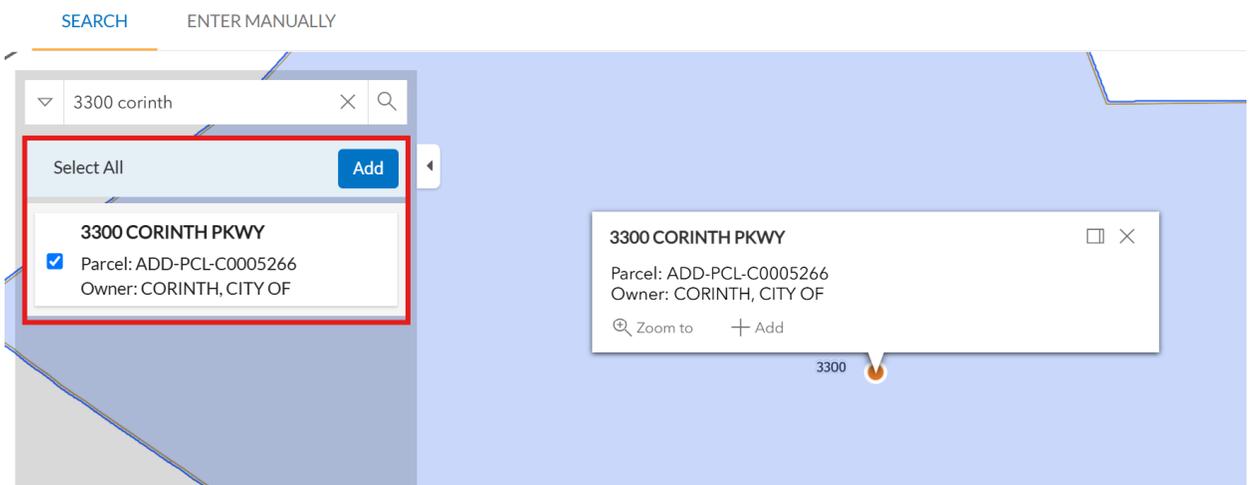
11. Click the "Next" button on the bottom-right of the screen and fill in the requested information.
12. When you reach Step 3, click the "+" to add a contact. Note: you can only search for contacts if they already have a Civic Access account. Please ask them to create an account here: https://cityofcorinthtx-energovweb.tylerhost.net/apps/selfservice#/home . You may also add yourself as a contact more than once. Please click the Search button on the to show results when searching for a contact and click "Add" to add them as a contact.

CONTACTS

Please make sure to identify all pertinent contacts for this project. Please note this may cause you to enter th added automatically.
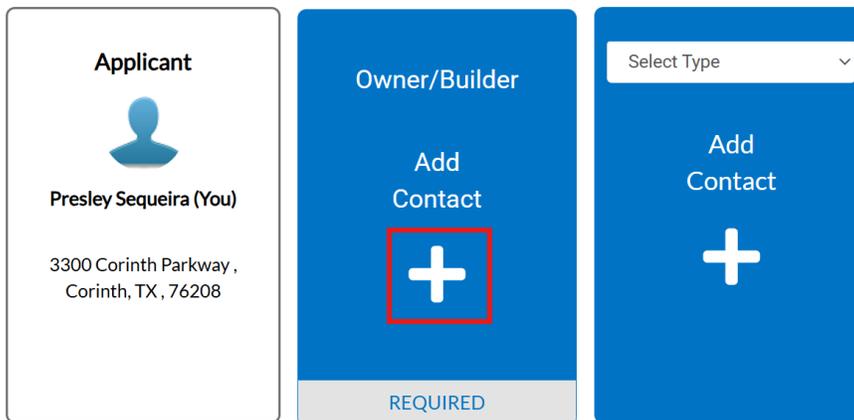
13. In step 5 on Civic Access, you will only be able to upload <u>PDF</u> files. Note: The system doesn't allow two files with the same file name to be uploaded.
14. In step 6 on Civic Access, you will sign your application with your full name.
15. In step 7, review all the information you entered to make sure it is correct. Please click "Submit" to submit your application. Your application will <u>not</u> be submitted unless you click the "Submit" button.