



City of Laguna Niguel's New Permit System

How To Register Online for a Permit Center Account

All customers must register with the new permit system. Registering allows you to use features such as applying online, paying invoices, viewing permit status, requesting inspections, or viewing a personalized dashboard.

To register, please follow the instructions below.

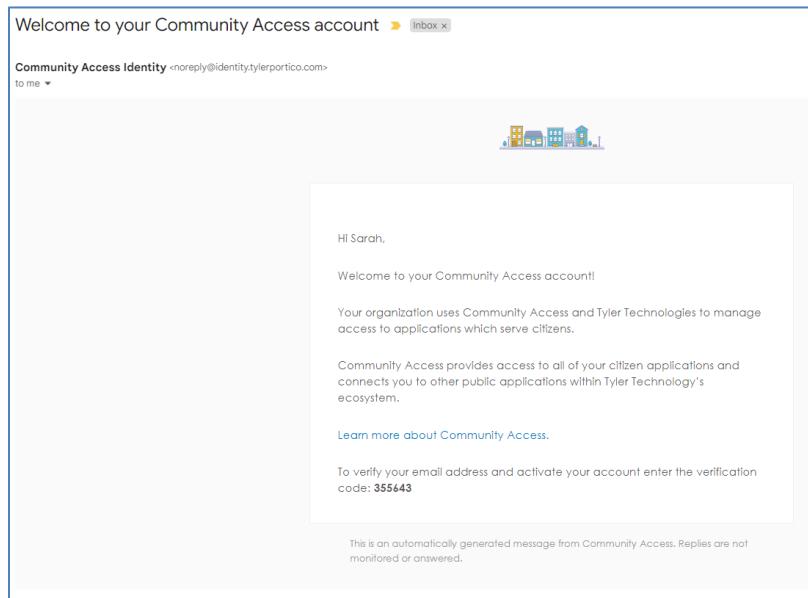
1. Navigate to the Laguna Niguel Permit Center page at:
<https://cityoflagunaniguel.org/CSS> then click **Login or Register** in the top right corner.
2. From the new screen click **Create an account**.
3. Type your email, name, phone number, and password into the boxes provided and click **Sign up**.

The image displays two side-by-side screenshots of a web application interface. The left screenshot shows a 'Sign in to community access services' screen with four social login buttons: 'Sign in with Google' (Google logo), 'Sign in with Apple' (Apple logo), 'Sign in with Microsoft' (Microsoft logo), and 'Sign in with Facebook' (Facebook logo). Below these is a 'OR' separator, followed by a text input field for 'Email address' and a 'Keep me signed in' checkbox. A large blue 'Next' button is at the bottom. A red box highlights the 'Create an account' button at the bottom of the page. The right screenshot shows a 'Create an account' screen with fields for 'Email', 'First name', 'Last name', 'Mobile phone' (with an 'Optional' label), and 'Password'. Below the password field is a 'Password requirements:' section with a bulleted list: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username'. A large blue 'Sign up' button is at the bottom. A red box highlights the 'Create an account' button at the bottom of the page.

4. If the system matches you with an existing contact, you will see the screen like below to enter your password or get a link to sign in with. If you have forgotten your password, click the link to reset.

The image displays two side-by-side screenshots of a password verification process. The left screenshot shows a 'Verify It's you with a security method' screen with two options: 'Email' and 'Password', each with a 'Select' button. Below these are 'Back to sign in' and 'Forgot password?' links. The right screenshot shows a 'Verify with your password' screen with a 'Password' input field and a 'Verify' button. Below the input field is a 'Forgot password?' link.

If an account needs to be created, after clicking Sign Up, you will receive an email containing the verification code to proceed. Enter the code from your email onto the Registration Page.



- Once you have returned to Permit Center registration, complete the four steps to enter additional personal information. Required Fields are noted with an asterisk.

A screenshot of the City of Laguna Niguel registration process. It shows four sequential steps: Step 1 of 4: Acknowledgement (with a note about enhanced security), Step 2 of 4: Personal Info (with fields for First Name, Middle Name, Last Name, Company, Contact Preference, and Email Address), Step 3 of 4: Address (with fields for Street Address, City, State, and Postal Code), and Step 4 of 4: More Info (with a Back and Submit button). The registration page includes the City of Laguna Niguel logo and a navigation bar with Home, Apply, Map, Report, Search, and Calendar.

- You have now completed the registration request process. You will receive an email confirming your account and will be directed to your Dashboard in the Laguna Niguel Permit Center.

