



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 left screenshot shows the 'Sign in to community access services' screen. It features a globe icon and the text 'Sign in to community access services.' Below this are four social login buttons: 'Sign in with Google', 'Sign in with Apple', 'Sign in with Microsoft', and 'Sign in with Facebook'. There is also an 'OR' separator and an 'Email address' field. A checkbox for 'Keep me signed in' is present. At the bottom, there is a 'Next' button and a link for 'Unlock account? Help'. A red box highlights the 'Create an account' link at the bottom.

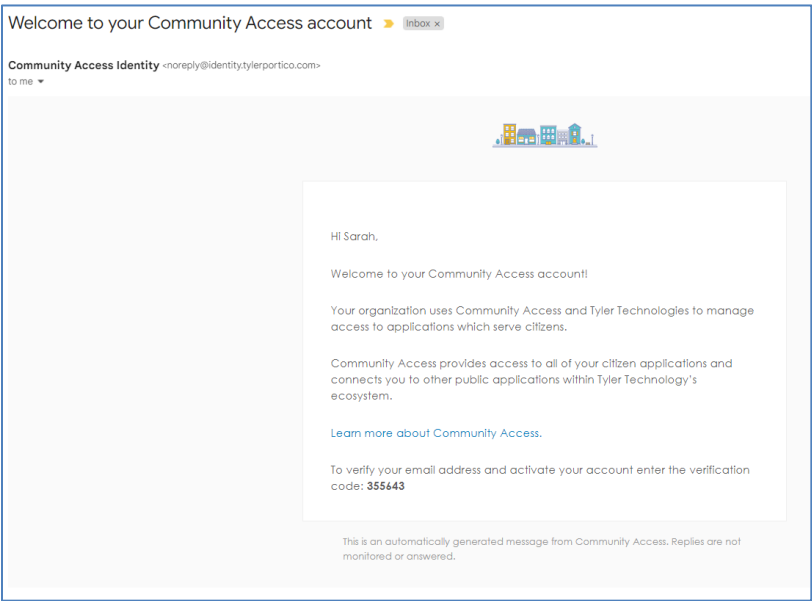
The right screenshot shows the 'Create an account' form. It features a globe icon and the text 'Create an account'. The form includes fields for 'Email', 'First name', 'Last name', 'Mobile phone' (marked as Optional), and 'Password'. Below the password field, there are 'Password requirements' listed: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username'. At the bottom, there is a 'Sign up' button and a link for 'Already have an account?'.

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.

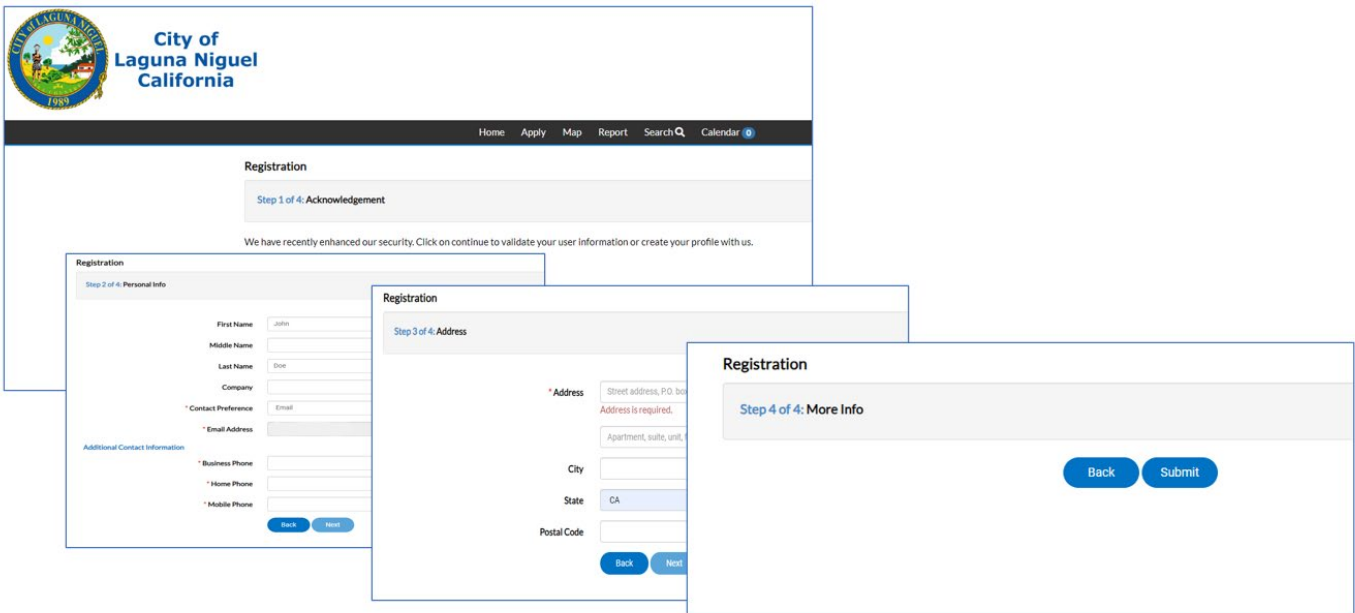
The left screenshot shows the 'Verify it's you with a security method' screen. It features a globe icon and the text 'Verify it's you with a security method'. Below this is a user icon and the email address '@gmail.com'. There are two options: 'Email' and 'Password', each with a 'Select' button. At the bottom, there is a link for 'Back to sign in'.

The right screenshot shows the 'Verify with your password' screen. It features a globe icon and the text 'Verify with your password'. Below this is a user icon and the email address 'builder@gmail.com'. There is a 'Password' field and a 'Verify' button. At the bottom, there are links for 'Forgot password?' and 'Back to sign in'.

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.



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



6. 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.

