

Citizen Self Service Portal – Registration Guide

In order to apply for an alarm license, building permit, schedule inspections, or apply for/renew a contractor's license or numerous other types of license or permits 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. ** Please utilize a CHROME browser for best results.**

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/favorite ☆ this website to create a “shortcut” on your device, since you will be using it often.)

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

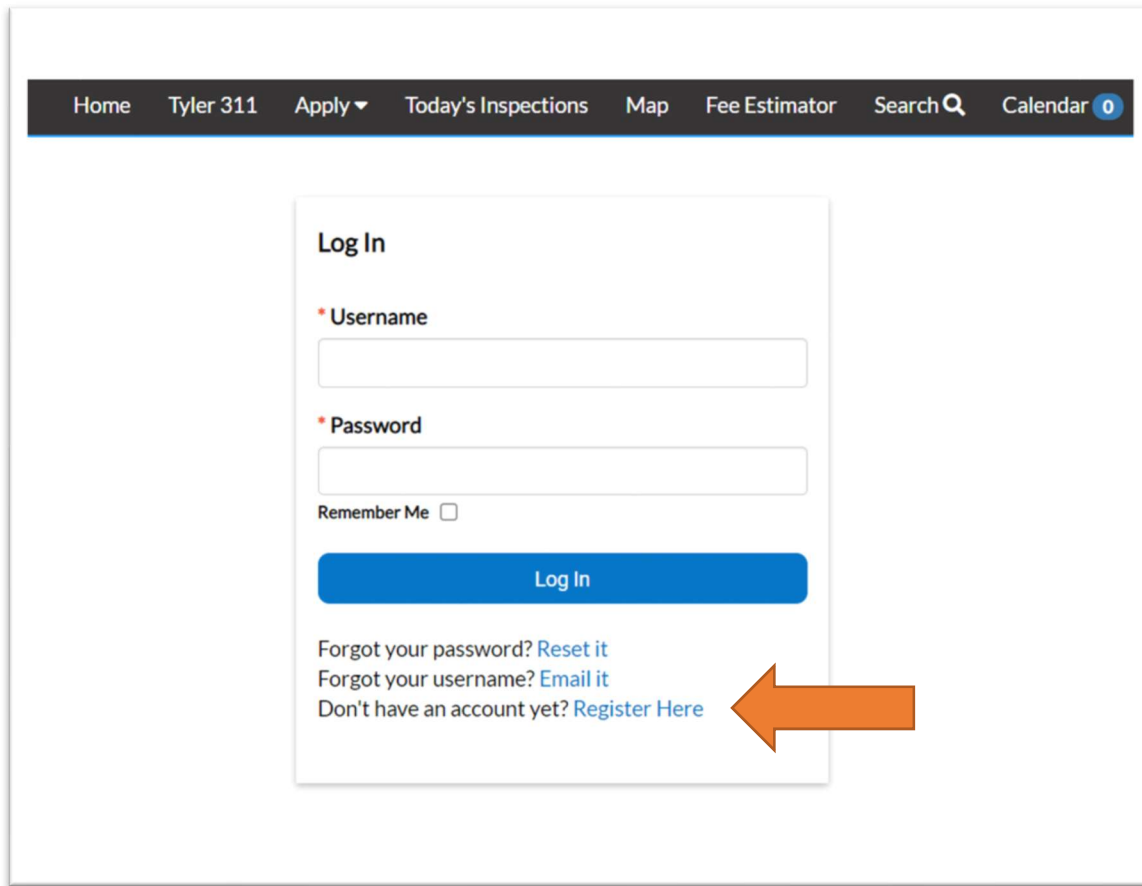
We are now accepting online payments. You can also make payments in person or by calling City Hall.

Welcome to City of Casper Self Service

- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**
This tool can be used to apply for a permit, plan or license.
- Estimate Fees**
Use this tool to quickly estimate the required fees for a permit or plan.
- Calendar**
Click here to find out about certain events like holidays and public hearings.
- Map**
Explore the map to see the activity occurring in your neighborhood.

Step 2



Click on the card which reads **Login or Register**. Next, choose the “**Register Here**” link at the bottom.



The screenshot shows a web application interface. At the top, there is a dark navigation bar with links: Home, Tyler 311, Apply (with a dropdown arrow), Today's Inspections, Map, Fee Estimator, Search (with a magnifying glass icon), and Calendar (with a blue circle icon). Below the navigation bar is a white card titled "Log In". The card contains the following elements: a "Log In" title, a required "Username" field (marked with a red asterisk), a required "Password" field (marked with a red asterisk), a "Remember Me" checkbox, a blue "Log In" button, and three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here". An orange arrow points to the "Register Here" link.

Step 3

1.) Provide your **Email Address** (Remember the email address you provide as it is used to create & find your new account) NEXT!



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

Registration

Step 1 of 4: Email Address

Email

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

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

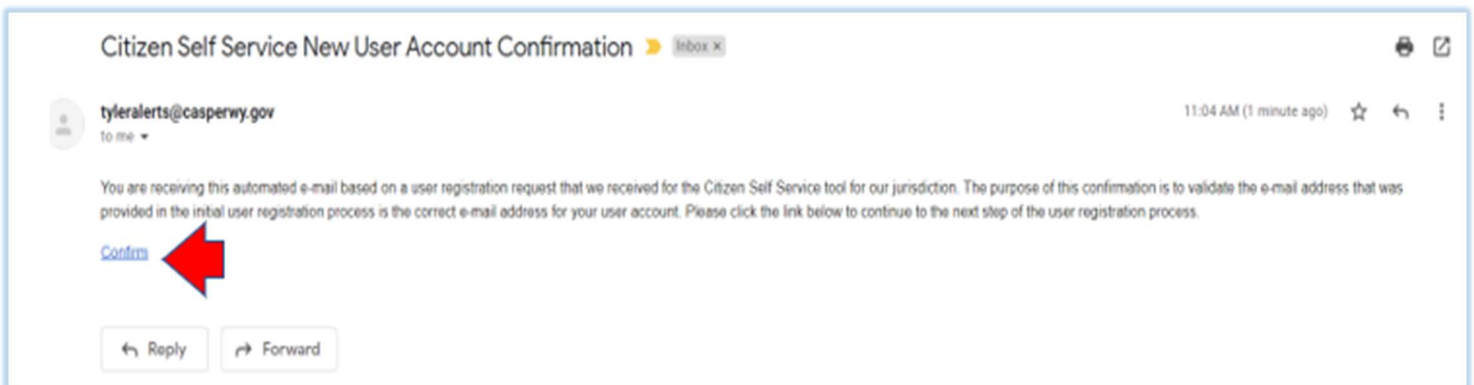
Registration

Step 1 of 4: Email Address

Email

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

- 2.) Check your email account for the confirmation email. *(Review your Junk/Spam folder if it's not in your Inbox)*
- 3.) Open the email from Tyleralerts@casperwy.gov and select the **Confirm** link.



- 4.) The confirm link will open an internet browser tab for you to create your account! **Good job!**

Step 4

- 1.) Click the CAPTCHA box "I'm not a robot."
- 2.) Create a **Username**: No spaces and remember this for later!

3.) Create your **Password** with these 3 mandatory requirements:

- **MUST be 8 characters or longer.**
- **MUST have 1 upper case letter.**
- **MUST have 1 number.**

3.a.) You may utilize these additional special characters with the first 3 requirements: **!@#\$\$%^&***

4.) *Confirm* your **Password again** which is 8 characters long with 1 upper case letter and 1 number.

5.) Click **Next**.

The screenshot shows a registration form titled "Registration" with a sub-header "Step 2 of 4: Login information". The form is enclosed in a blue border. At the top right, there is a red asterisk and the word "REQUIRED". Below this is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". The form contains the following fields:

- * Username:** A text input field containing "jsmith".
- * Password:** A password input field with masked characters "*****".
- Confirm Password:** A password input field with masked characters "*****".
- Email:** A text input field containing "jsmith@gmail.com".

Below the Password field, there is a password strength indicator showing a green bar and the word "Strong".

Step 5

1.) Enter your personal information. The **red** 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 Address

Additional Contact Information



2.) 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



Upon successful registration you will be automatically directed to your personalized **DASHBOARD**. Be sure to scroll down, in order to see all the information/fields since the page is long.

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
Total 0	\$0.00



[View My Invoices](#)

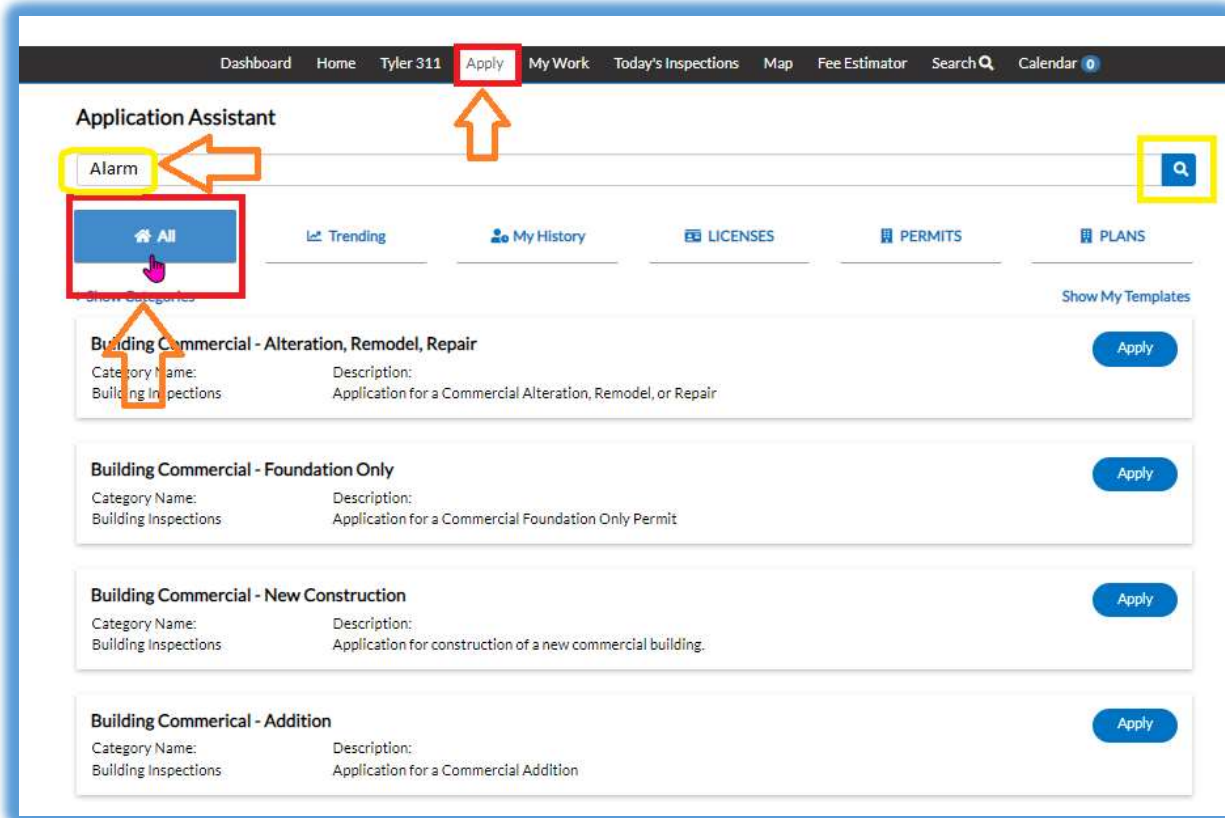
My Licenses

Draft 0

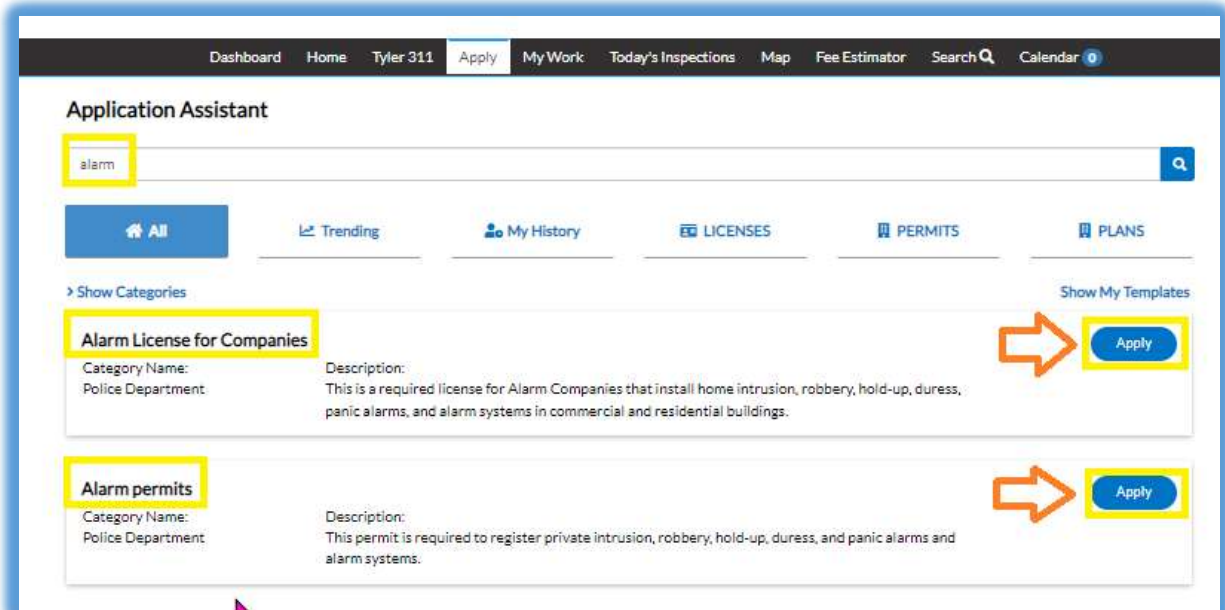


[View My Licenses](#)

Now, it's time to **Apply** for the Permit or License you require. Select the **ALL** tab, next to **Trending**, to see every available option. In the search bar key in the type of permit or license you need. For example: **“Alarm”** or **“Daycare”** or **“Health.”** Click the *magnifier icon* to search for the results:



Here are the results!



The final step is to Apply, search again or sign out. **Be sure to remember your credentials for the next time you sign in! Thank you!**