Citizen Self Service Portal – Registration Guide

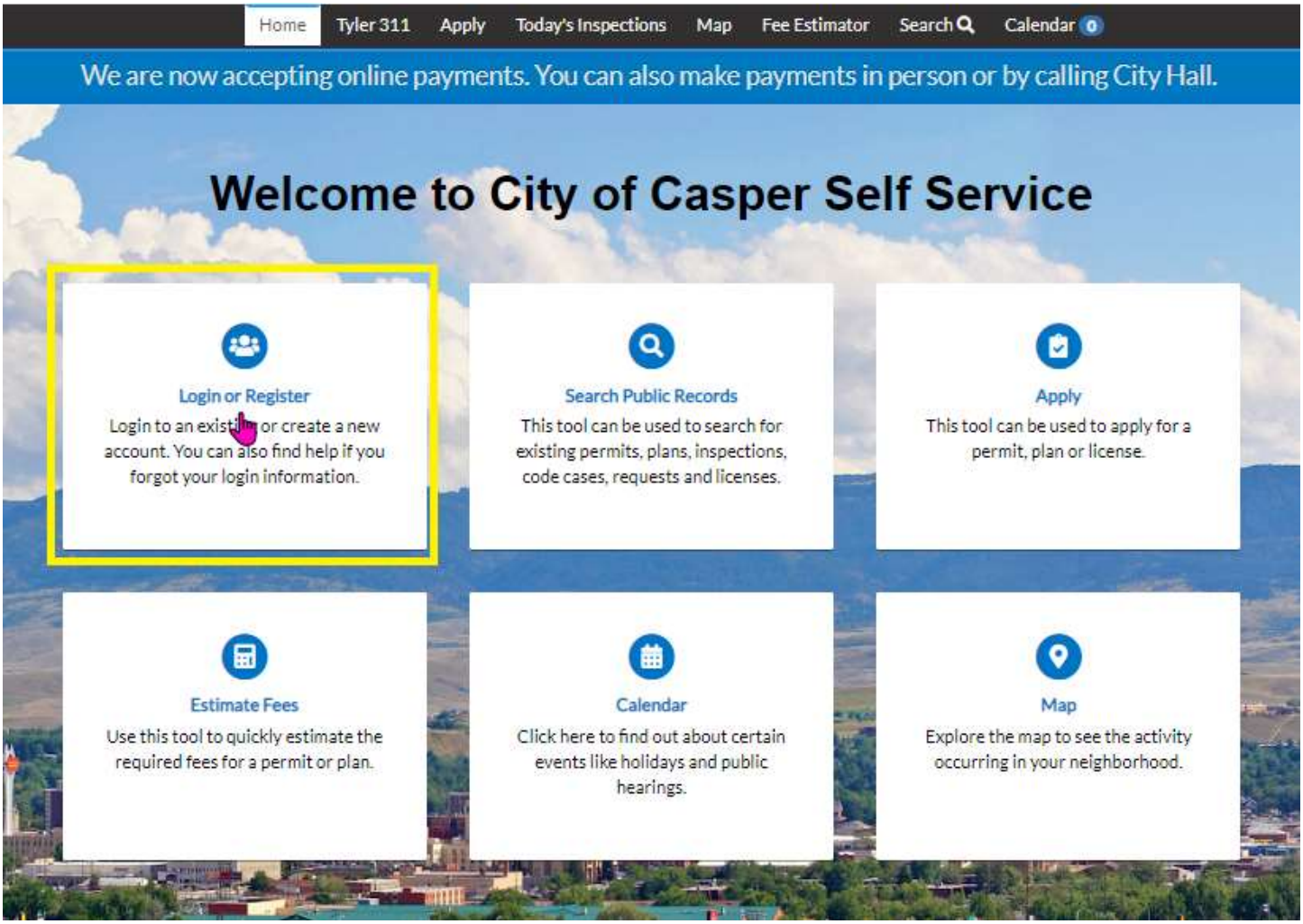
In order to apply for an alarm license, building permit, schedule inspections, or apply for/renew a contractor's license or numerous other types of license or permits in the City of Casper, WY, you must register for an online account. This Guide is meant to walk you through the process of registration. ** Please utilize a CHROME browser for best results.**

Step 1

On your computer, tablet, or smart phone, go to the following link:

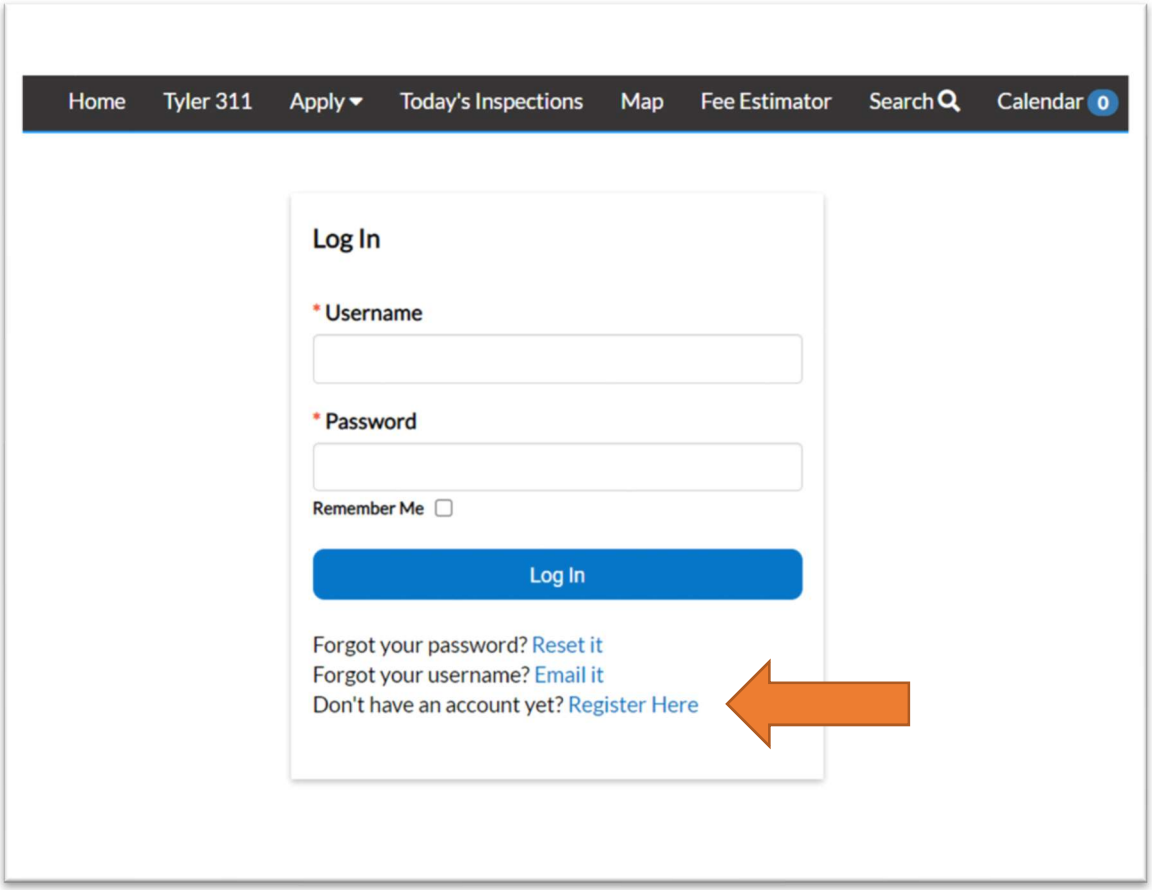
https://eg.casperwy.gov/EnerGov_Prod/SelfService#/home

*(****We recommend that you bookmark/favorite ☆ this website to create a "shortcut" on your device, since you will be using it often.)*



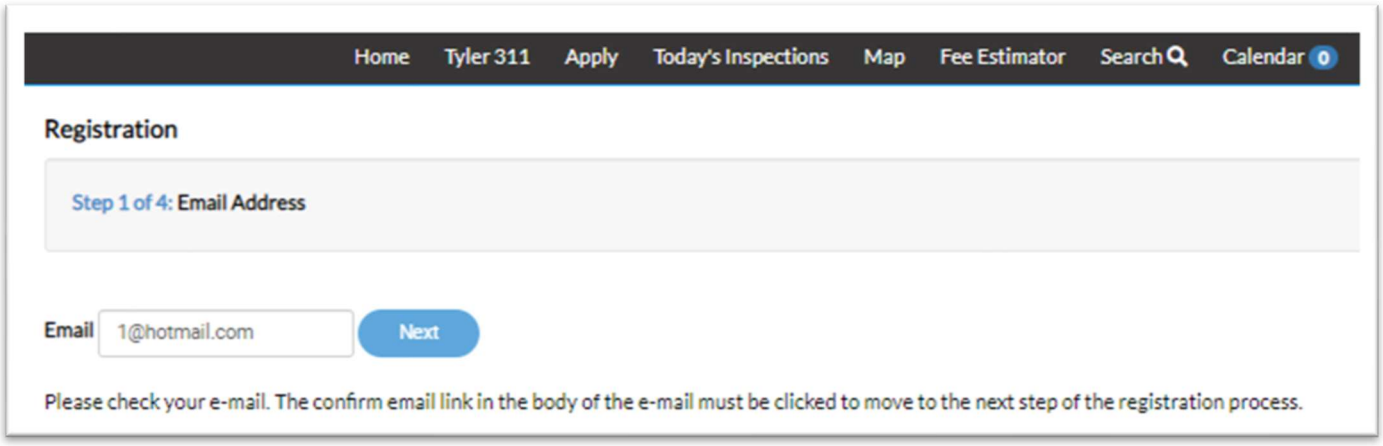
Step 2

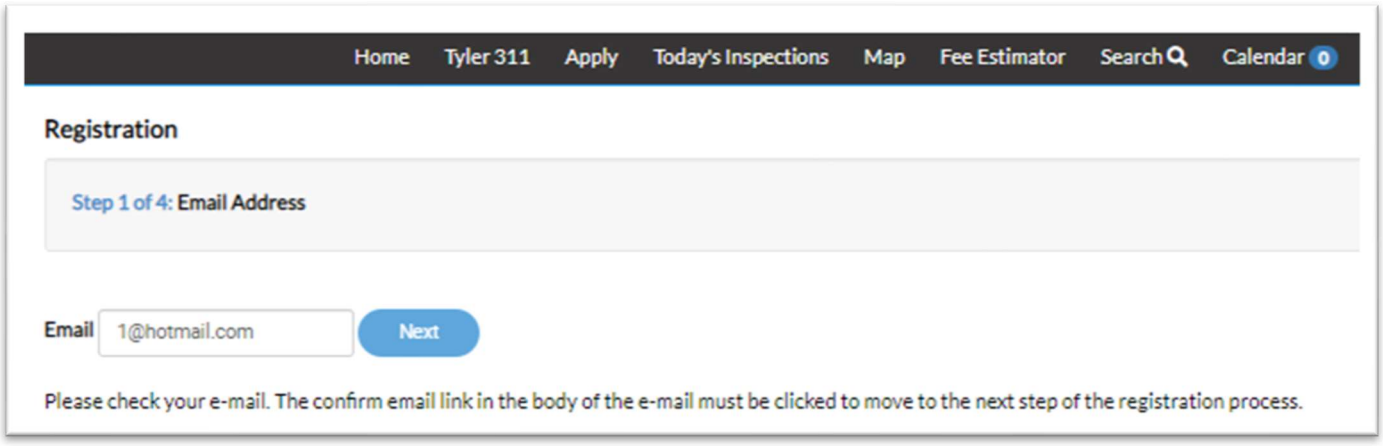
Click on the card which reads **Login or Register.** Next, **c**hoose the "**Register Here**" link at the bottom.



Step 3

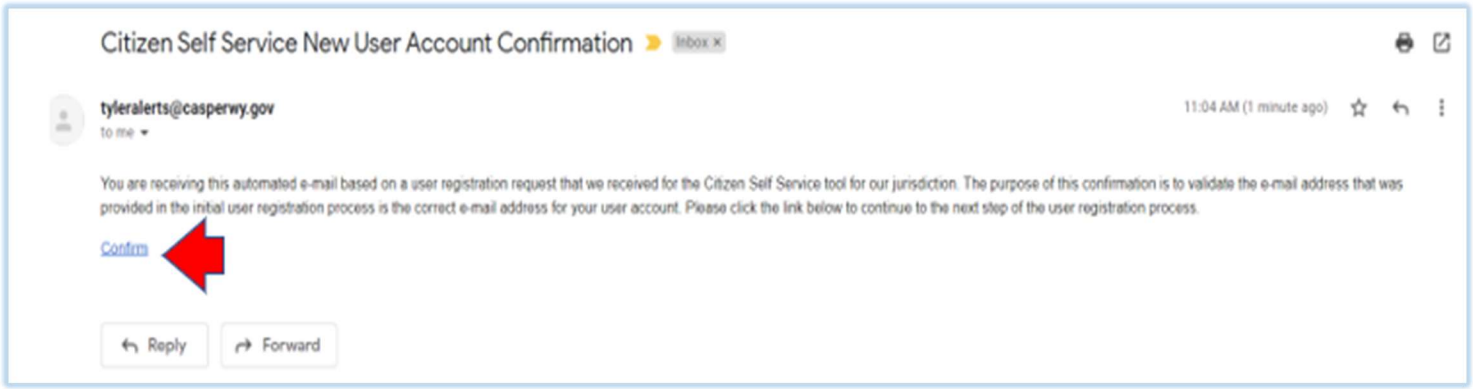
1.) Provide your **Email Address** (Remember the email address you provide as it is used to create & find your new account) NEXT!





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!

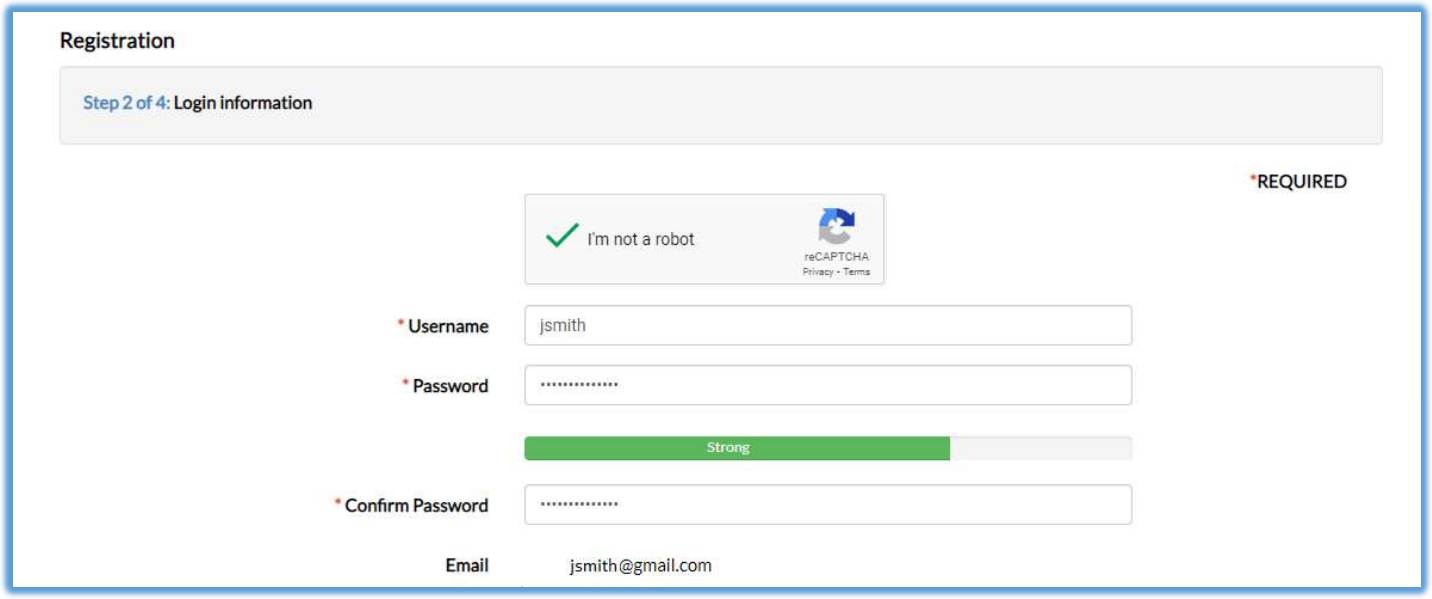
3.) Create your **Password** with these 3 mandatory requirements:

- **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: !@#$%^&*

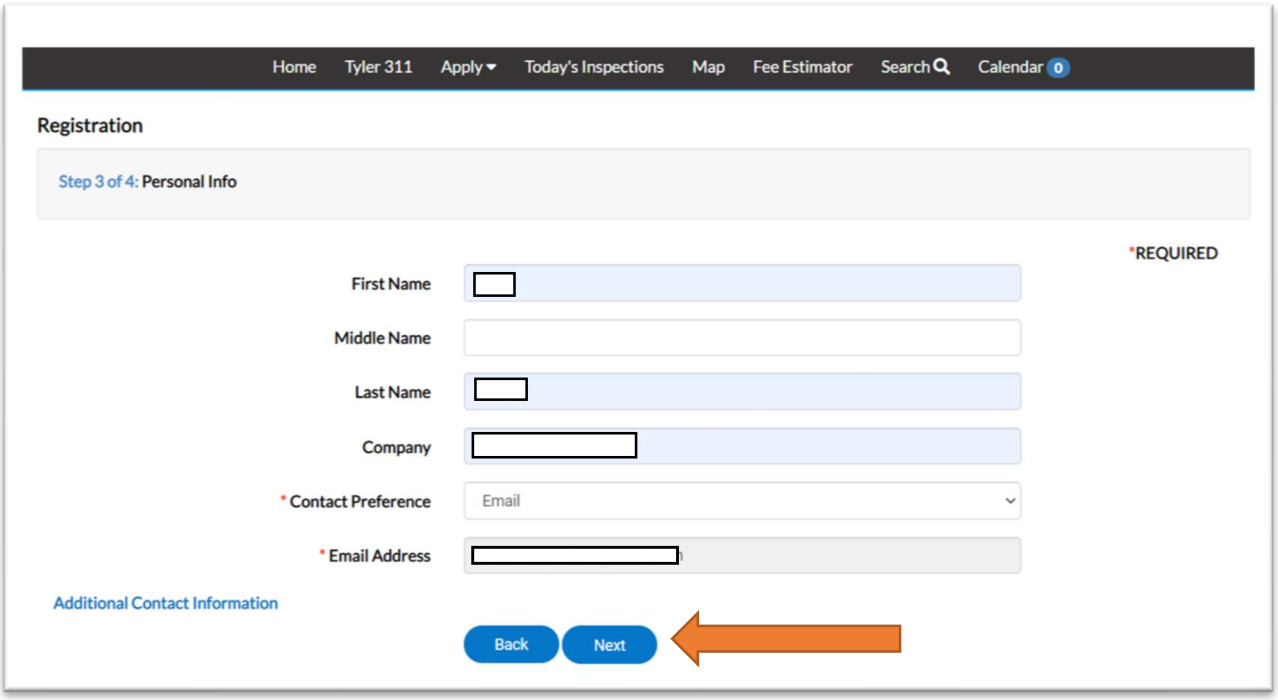
4.) *Confirm* your **Password again** which is 8 characters long with 1 upper case letter and 1 number.

5.) Click **Next**.

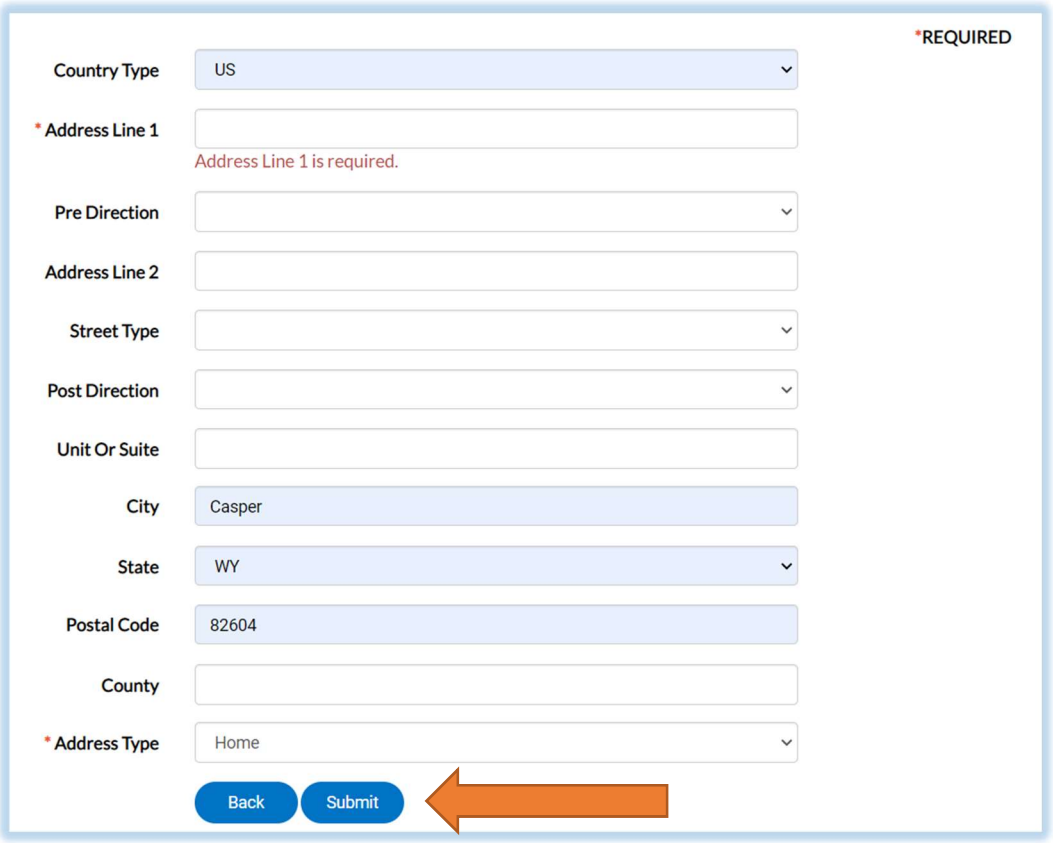


Step 5

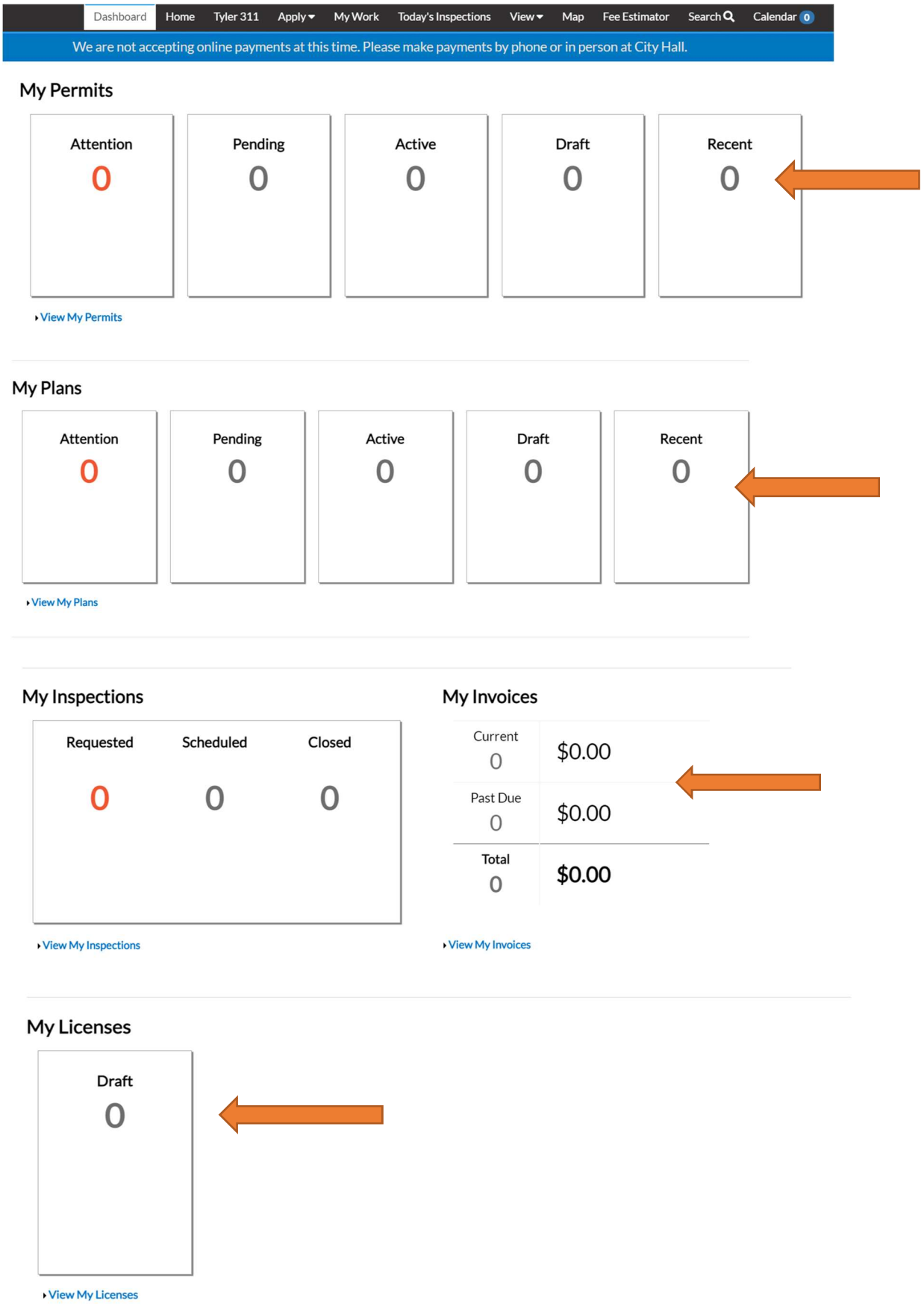
1.) Enter your personal information. The **red** asterisk * indicates a **required field**.



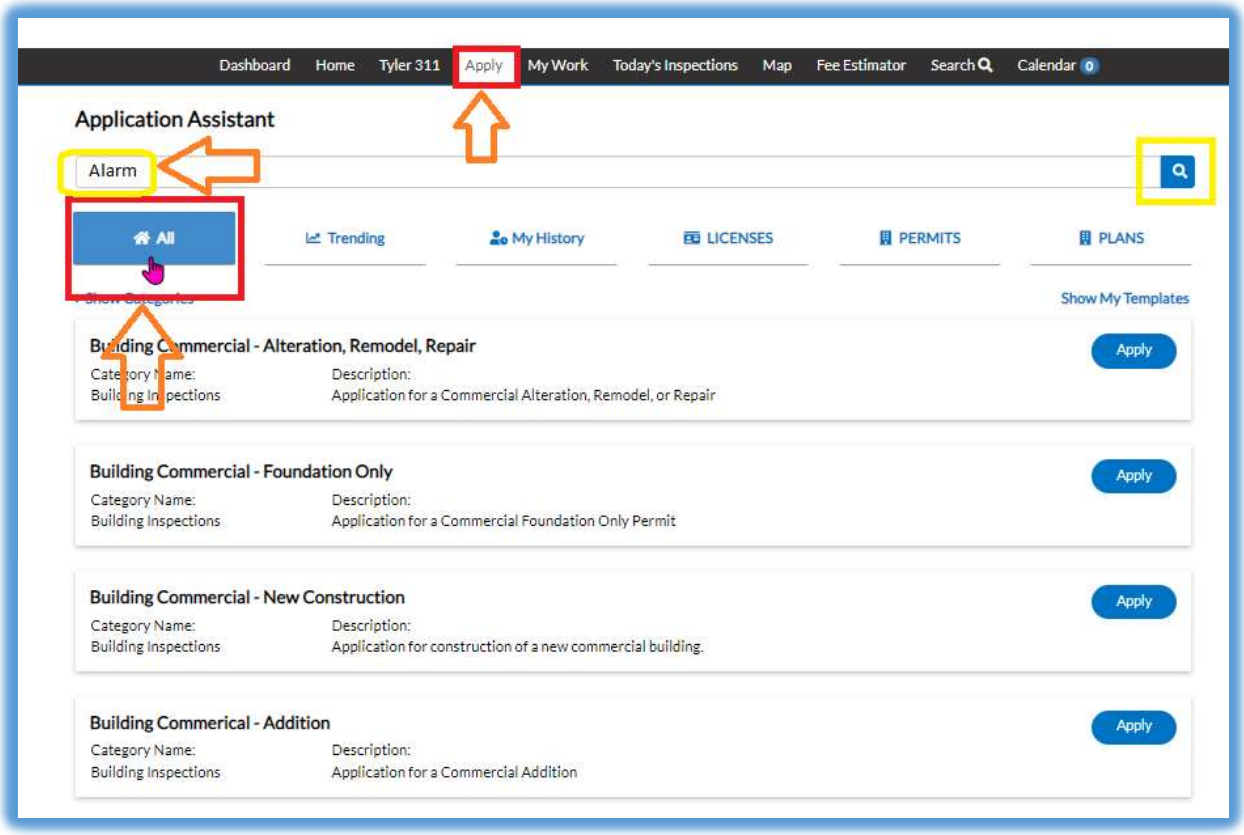
2.) Press **Next**, and you will arrive at the final registration step. Complete your personal information, then press **Submit**!



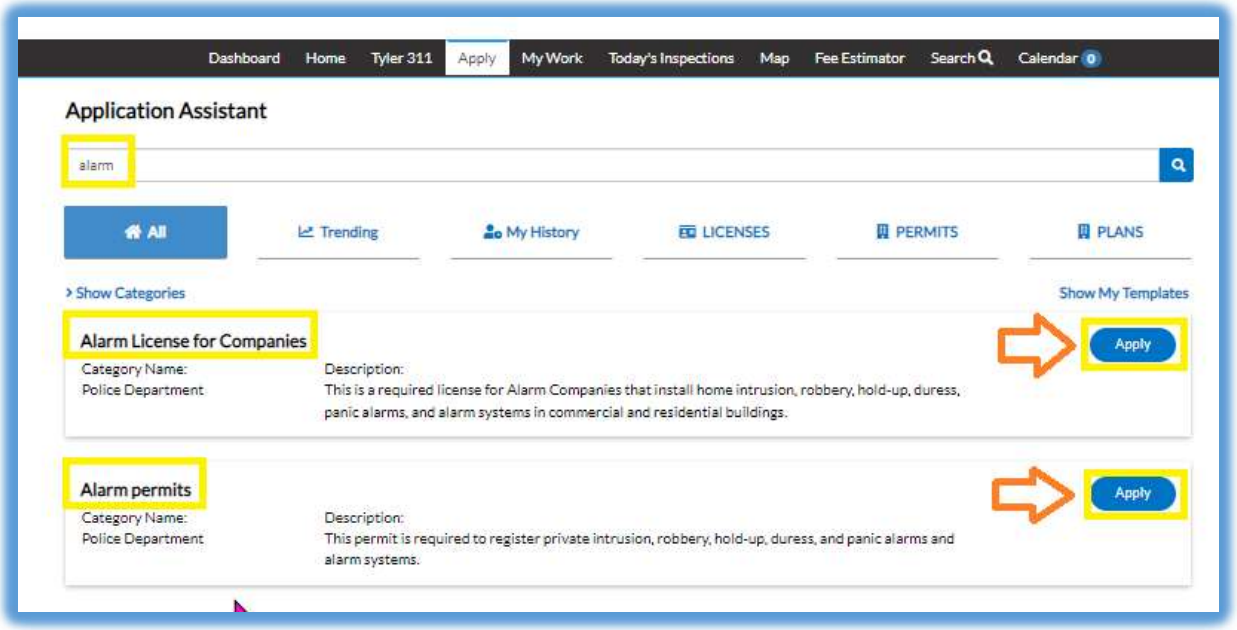
Upon successful registration you will be automatically directed to your personalized **DASHBOARD**. Be sure to scroll down, in order to see all the information/fields since the page is long.


Dashboard
Home
Tyler 311
Apply
My Work
Today's Inspections
View
Map
Fee Estimator
Search
Calendar 0
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
View My Permits
My Plans
Attention 0
Pending 0
Active 0
Draft 0
Recent 0
View My Plans
My Inspections
Requested 0
Scheduled 0
Closed 0
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!**