Citizen Self-Service (CSS)—Changing Account Information

Once your account has been created, you can utilize the profile settings screen in the CSS Portal to adjust certain information regarding your account.

1. Once logged into the website below, select your account name in the upper right corner of the screen and select **My Account**.

   https://dublinca-energovweb.tylerhost.net/apps/selfservice#/home
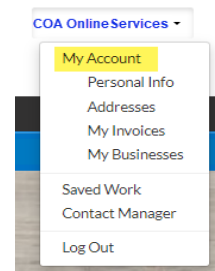
2. From the **Personal Info** tab, you can modify information such as your name, phone number, and contact preference.

3. Selecting the **Addresses** tab will allow you to add additional addresses to your profile and modify your main address.

4. The **My Invoices** tab will list all outstanding and paid invoices generated in the system associated with your contact record.
   a. Selecting an unpaid invoice from this list will allow you to add that invoice to the shopping cart for payment.
   b. You must be listed as a contact on the record to see invoices.

5. The **My Businesses** tab lists all businesses your account has been linked to.