



City of Dublin

100 Civic Plaza
Dublin, CA 94568
925-833-6650
www.dublin.ca.gov

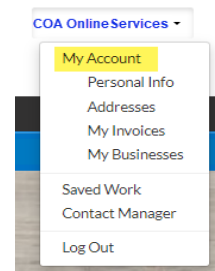
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Citizen Self-Service (CSS)—Changing Account Information

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.

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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.

My Account

PERSONAL INFO ADDRESSES MY INVOICES MY BUSINESSES

My Invoices

Search...

Add To Cart Display Unpaid for All Invoices

Invoice Number	Amount Due	Due	Status
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5. The **My Businesses** tab lists all businesses your account has been linked to.

PERSONAL INFO ADDRESSES MY INVOICES MY BUSINESSES

My Businesses

Search for Business Number, Company Name or DBA

Sort

Business Number

Business Number	Company Name	DBA	Status	Company Type	Open Date	Action
No records to display.						