



City of Dublin

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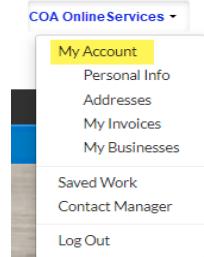
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Citizen Self-Service (CSS)—Changing Account Information

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

- 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>



- From the **Personal Info** tab, you can modify information such as your name, phone number, and contact preference.

Personal Info

First Name: PBB *REQUIRED

Middle Name:

Last Name: OnlineServices

Company:

Business Phone: (561) 799-4100

Home Phone:

Mobile Phone:

Fax:

Other Phone:

Email Address: onlinedbgservices@gmail.com

Contact Preference: Email

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

My Account

PERSONAL INFO ADDRESSES MY INVOICES MY BUSINESSES

Addresses

Type: Home
10500 N MILITARY TRL, PALM BEACH GARDENS, FL 33410
Main Address

Mailing

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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.

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