



***User Guide to Help You Log In or Create a New Account for
the Village of Palatine's Citizen Self Service Portal (CSS)***

The following has been designed to help walk you through the steps to
Create an Account in the Village's CSS system.

[CSS Portal link](#)



Village of Palatine Citizen Self Service

To Create an Account you can also Click Here



Contractor Registration information

Contractor registration requirements for the Village of Palatine

To Create an Account You can Click Here



[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

Registered users can apply for a permit, plan, license, or a contractors registration



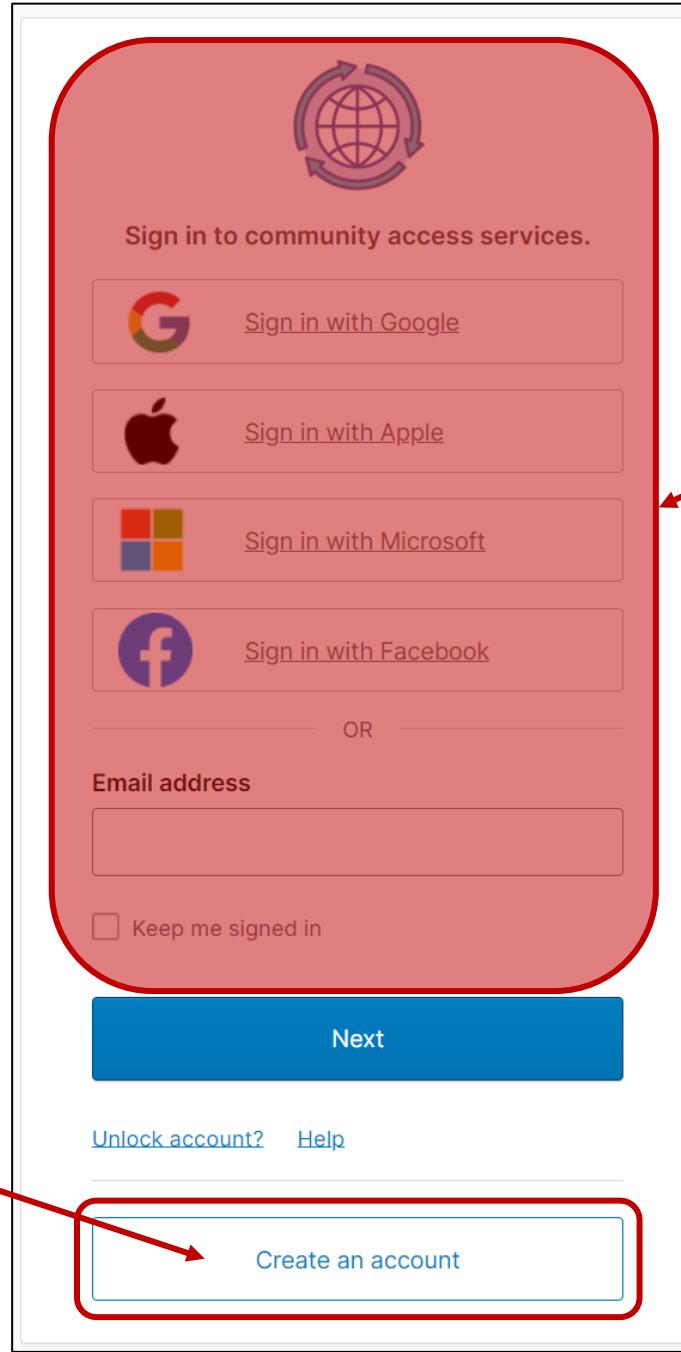
Pay Invoice

Use this tool to pay for individual invoices.



Permit Resubmittal Guide

Use this Guide to assist you with resubmitting drawings for permits under review

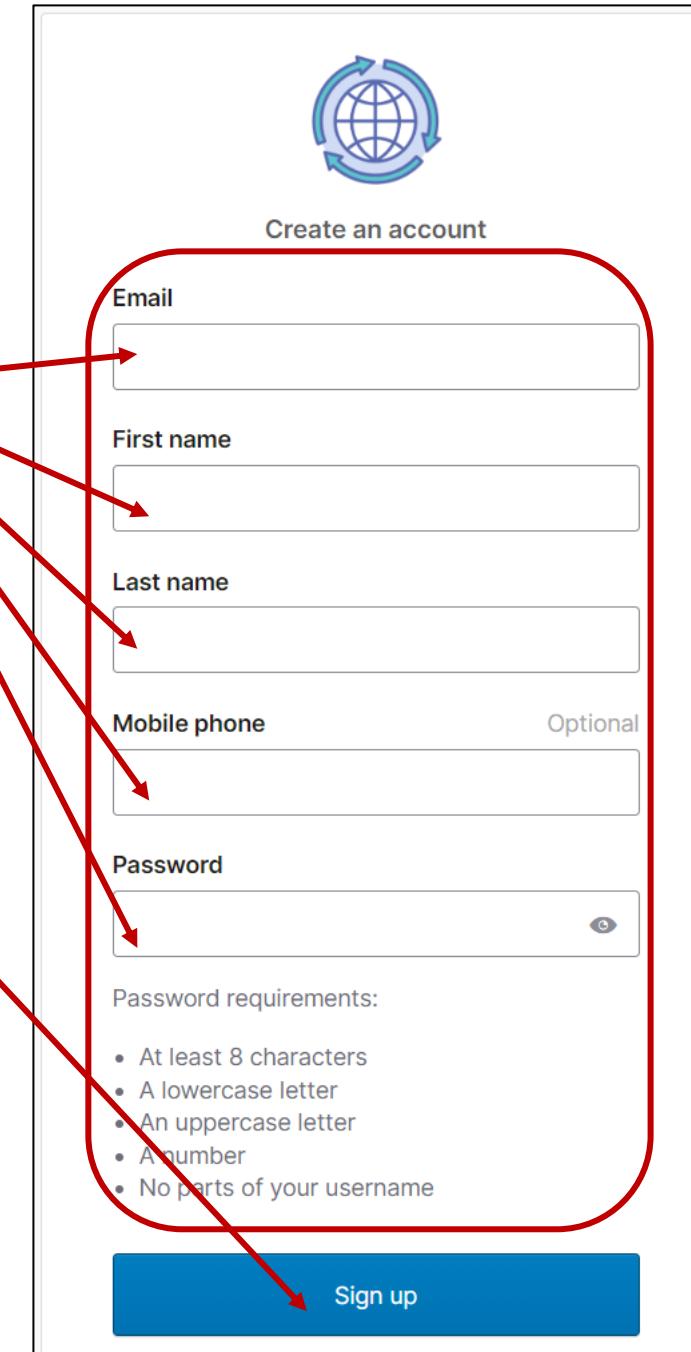


***Do not click* on any of these options**

To create an account click on **Create an account**

Enter all of the requested information (please be sure to remember the e-mail address and password used to create your account) and then click on **Sign up**

Note: The e-mail selected will be tied to your CSS account and used for all communication purposes. Please ensure the e-mail entered is one that you will have access to on an ongoing basis. If you will be having multiple users accessing your account, be sure the e-mail you use is one you will want to share.



Create an account

Email

First name

Last name

Mobile phone Optional

Password Eye icon

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Sign up

From: **Community Access Identity** <noreply@identity.tylerportico.com>

Date: Fri, Jul 12, 2024 at 2:29 PM

Subject: Welcome to your Community Access account

To: <you@youremail.com>

Hi You,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **123456**

This is an automatically generated message from Community Access. Replies are not monitored or answered.

You will receive an automated e-mail from **Community Access Identity** with a 6 digit verification code. Enter the verification code here



Verify with your email
✉ you@youremail.com

We sent an email to **you@youremail.com**
Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Creating an Account: Step 1 of 4: Acknowledgement

Home Apply Today's Inspections Map Pay Invoices Search  Calendar 0

Registration

Step 1 of 4: Acknowledgement

INITIAL REGISTRATION

Thank you for registering to use the Citizen Self Service Portal ("Citizen Portal") for the Village of Palatine, Illinois ("Village"). Initial registration to use the Citizen Portal requires that you read the terms and conditions ("Terms and Conditions") listed here and indicate your approval to the Terms and Conditions in the Acknowledgement section at the end of this document.

PURPOSE

The Village of Palatine ("Village") created this Citizen Portal, to provide convenient access to many Village services. Users of the Citizen Portal ("Registered Users") are responsible to review the Village Code of Ordinances and to comply in all respects with Village Code requirements if different from what is stated herein. Your choice to avail yourself of the Citizen Portal is at your own risk and the Village takes no responsibility for the accuracy, security and/or completeness of the extent that there is any conflict between these Terms and Conditions, the Citizen Portal, and any terms and conditions or provisions of the Code of Ordinances of the Village of Palatine shall control.

ACCEPTANCE OF TERMS

The Village makes available for Registered Users on the Citizen Portal information, applications and documents subject to the Terms and Conditions. By accessing the Citizen Portal, you agree to the Terms and Conditions in this document and to become a Registered User. The Village reserves the use at its sole discretion. When using the Citizen Portal, Registered Users are subject to any and all posted guidelines or rules applicable to such contain terms and conditions in addition to these Terms and Conditions.

Registered Users agree to the following terms:

- You agree that you will not violate or attempt to violate the security of this Citizen Portal or the Village website by hacking, sending viruses, or any other similar malicious or careless conduct.
- You agree that you will not utilize the communication methods found within the Citizen Portal for the communication of any material that may reasonably be considered scurrilous or offensive.
- Offensive materials are defined as sexual content or images and slurs against race, religious or political beliefs, age, gender, sexual orientation, national origin or physical attributes.
- Scurrilous materials are defined as defamatory, rude, cruel, and possibly damaging to someone's reputation without regard to whether or not that person is a Village official or employee.
- You agree not to upload, or attempt to upload any content of any type except for a Registered User's submission of information, documentation and plans available through the Citizen Portal for that purpose.
- You acknowledge that you have no right to the intellectual property associated with the Citizen Portal and that you have only a limited right to use the Citizen Portal.
- You acknowledge that the Village does not warrant the accuracy or availability of the contents on the Citizen Portal.
- You acknowledge that the Village is not responsible for any loss, damage, or injury that you may have as a result of your use of the Citizen Portal.
- You agree to be bound by the laws applicable in Village of Palatine with respect to your use of the Citizen Portal.

DISCLAIMER OF WARRANTIES

The materials on the Citizen Portal are provided "as is" and without warranties of any kind express or implied. To the fullest extent permissible under applicable law, the Village disclaims all warranties, expressed or implied, including but not limited to, implied warranties of merchantability, fitness for a particular purpose and title to any of the materials provided on this Citizen Portal. The Village does not represent or warrant that the functions contained in the materials will be uninterrupted or error-free, that defects will be corrected, or that this Citizen Portal or the server that makes it are free of viruses or other harmful components.

DISCLAIMER OF LIABILITY

The Village, as well as its employees, contractors, agents, and elected officials, shall not be held liable for any improper or incorrect use of the materials or information contained on the Citizen Portal and assumes no responsibility for any Registered User's use of them. In no event shall the Village or its employees, contractors, agents, and elected officials, be liable for any damages, whether direct, indirect, incidental, special, exemplary or consequential (including, but not limited to, business interruption or loss of use, data, or profits) regardless of cause, and on any theory of liability, whether in contract, statute, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of the Citizen Portal or the materials and information contained on the Citizen Portal, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, theft, or destruction of data, whether for breach of contract, tortious behavior, statutory liability negligence, or under any other cause of action.

Nothing contained in this Agreement shall constitute a waiver by the Village of any right, privilege or defense available to the Village under statutory or common law, including, but not limited to, the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

or advice concerning specific matters before making any decision, and liability for positions taken by individuals or corporations in their registered User.

indemnify, and hold harmless, the Village of Palatine, its departments, including attorneys' fees, arising out of the Registered User's use of the

State of Illinois, without giving effect to any principles of conflict of laws. general court located in Cook County, Illinois. Such actions must be filed if a legal challenge, the prevailing party at each level of the legal

proceedings shall be reimbursed all of its legal costs and expenses prior to having the right to appeal any such decision. Any and all proceedings to resolve claims will be conducted only on an individual basis and not in a class, consolidated or representative action. If for any reason a claim proceeds in court the Registered User and the Village each waive any right to a jury trial. By using the Citizen Portal, Registered Users consent and submit to the personal jurisdiction of such court for the purposes of litigation. If any of these terms or conditions shall be deemed unlawful, void or for any reason unenforceable, then such terms or conditions shall be deemed severable from the remaining terms and conditions and shall not affect the validity and enforceability of any remaining portion of this policy.

If, despite the limitations above, the Village is found liable by a court of competent jurisdiction for any loss or damage which arises out of or in any way connected with the use of the Citizen Portal, then the liability of the Village will in no event exceed, in the aggregate, the greater of the application fees paid to the Village in connection with the use of this Citizen Portal, or five hundred (\$500) dollars.

Clicking on the tab below is deemed to be your acknowledgment to the Village that you have read and have approved of all of the Terms and Conditions required to gain access to the Village of Palatine Citizen Self Service Portal. I accept and agree to all of the Terms and Conditions stated above.

Continue

Creating an Account: Step 2 of 4: Personal Info

Home Apply Today's Inspections Map Pay Invoices Search  Calendar 0

Registration

Step 2 of 4: Personal Info

First Name *REQUIRED

Middle Name

Last Name

Company

*Contact Preference

*Email Address

*Business Phone

*Home Phone

*Mobile Phone

Additional Contact Information

Select Email as your Contact Preference and enter your Email address

Enter at least one phone number and then click on Next

Back Next

Creating an Account: Step 3 of 4: Address

Home Apply Today's Inspections Map Pay Invoices Search  Calendar 0

Registration

Step 3 of 4: Address

* Address *REQUIRED

City

State

Postal Code

Fill in all fields and press Next

Back Next

Creating an Account: Step 4 of 4: Signature

The screenshot shows a web application for account creation. At the top, a navigation bar includes links for Home, Apply, Today's Inspections, Map, Pay Invoices, Search, and Calendar (with 0 notifications). The main content area is titled 'Registration' and 'Step 4 of 4: Signature'. A text box states: 'Electronically signing your name is deemed to be your agreement with the Village to abide by the Terms and Conditions of this Citizen Portal. You affirmatively confirm that you reviewed all information, documentation, and plans prior to its submitted to the Village through the Citizen Portal, and that to the best of your knowledge and belief, all information, documentation and plans being submitted are accurate.' A note below says: '* Please type your name as consent to electronically sign this registration.' A red box highlights a text input field. A red line with an arrow points from the text 'Enter name in this box' to the input field. Below the text input is a toggle switch labeled 'Enable Type Signature'. A red box highlights this switch, and a red line with an arrow points from the text 'Draw or Type your signature within box and press Submit' to the switch. A large red box encloses a signature input area with the placeholder 'Draw Signature Here'. A red line with an arrow points from the text 'Draw or Type your signature within box and press Submit' to the top of this red box. At the bottom of the red box are 'Clear', 'Back', and 'Submit' buttons. The entire red box is highlighted with a thick red border.

Home Apply Today's Inspections Map Pay Invoices Search Calendar 0

Registration

Step 4 of 4: Signature

Electronically signing your name is deemed to be your agreement with the Village to abide by the Terms and Conditions of this Citizen Portal. You affirmatively confirm that you reviewed all information, documentation, and plans prior to its submitted to the Village through the Citizen Portal, and that to the best of your knowledge and belief, all information, documentation and plans being submitted are accurate.

* Please type your name as consent to electronically sign this registration.

Enable Type Signature

Dave Daigle
July, 12 2024

X Draw Signature Here

Clear Back Submit

Enter name in this box

Draw or Type your signature within box and press **Submit**



Congratulations! You have now created a new account for the Village of Palatine's Citizen Self Service (CSS) Portal and will be redirected to your Account Dashboard.

The screenshot shows the dashboard of the Village of Palatine Citizen Self Service (CSS) Portal. At the top, the Village of Palatine logo and address (200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500) are displayed. A navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Search, and Calendar (0). The main content area is divided into sections: 'My Permits' (Attention: 0, Pending: 0, Active: 0, Recent: 0, Draft: 0), 'My Inspections' (Requested: 0, Scheduled: 0, Closed: 0), and 'My Invoices' (Current: 0, \$0.00, Past Due: 0, \$0.00, Total: 0, \$0.00). Each section has a 'View My [Section]' link at the bottom.

VILLAGE OF
PALATINE
Est. 1866

200 E. Wood Street, Palatine, Illinois 60067 (847) 358-7500

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Calendar 0

My Permits

Attention	0
Pending	0
Active	0
Recent	0
Draft	0

[View My Permits](#)

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current	\$0.00
0	
Past Due	\$0.00
0	
Total	\$0.00
0	

[View My Invoices](#)