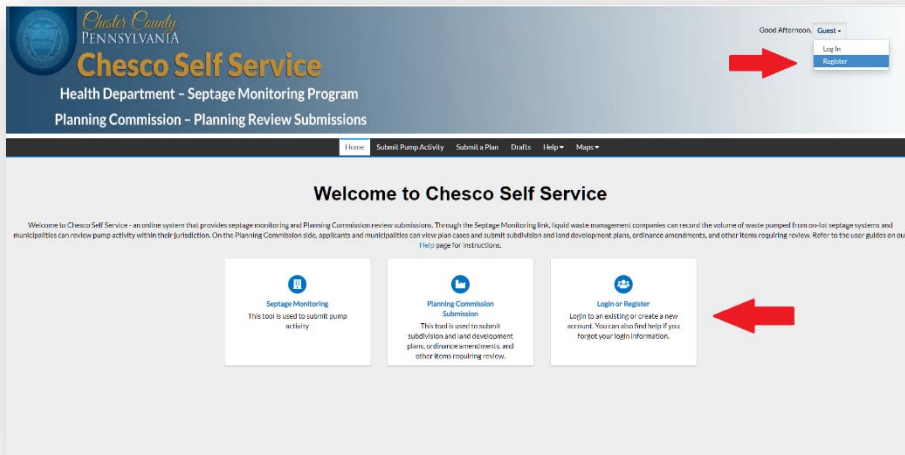


How to Register

1: After navigating to Chesco Self Service, <https://chesco.org/css>, click the **Register** option in the lower right side of the page or under the **Guest** drop down menu at the top right of the page.



2: Step 1 of 3 of the Registration process is to submit your email address. **Please note:** We recommend that each municipality use a single email address for submitting plans through CSS. That email address will be associated with the municipal account in CSS and allow the user to view all municipal submissions.

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email Next

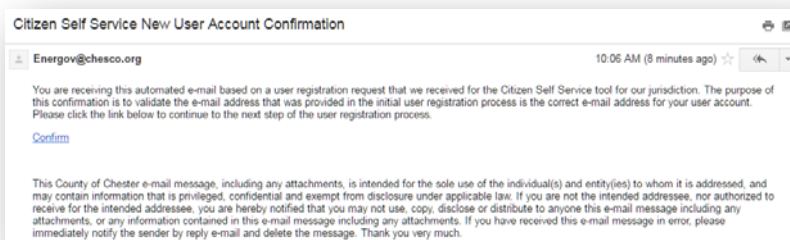
Email address is required

You will then be prompted to check your email for a confirmation link to click.

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

NOTE: Upon email registration approval, you will receive the confirmation email mentioned above. If you have not received a confirmation email within 3 business days, please contact us at 610-344-6285 or ccplanning@chesco.org.

3: The link in the confirmation email will take you to Step 2 of 3 of the Registration process.



4: With **Step 2 of 3** of the Registration, after clicking the **Confirm** link in the email you receive, click **Register**.

The screenshot shows a registration form titled "Registration" with a sub-header "Step 2 of 3: Email Address". Below the header, it says "Your e-mail address is your username." There is an "Email" field with a placeholder "...@gmail.com". At the bottom, there are two buttons: "Back" and "Register".

5: For **Step 3 of 3** of the Registration, enter in your **Personal Info**, setup a **Password**, enter your **Address**, click on the box next to I am not a robot, and then **Submit**.

The screenshot shows a registration form titled "Registration" with a sub-header "Step 3 of 3: Contact Information". It is divided into two main sections: "PERSONAL INFO" and "PASSWORD". The "PERSONAL INFO" section includes fields for First Name, Middle Name, Last Name, Company, Business Phone, Home Phone, Mobile Phone, Fax, Other Phone, Email Address, and Contact Preference. The "PASSWORD" section includes fields for Password and Confirm Password. A note states: "The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number." There are "Back" and "Submit" buttons at the bottom.

The screenshot shows a registration form titled "ADDRESS". It includes a "Country Type" dropdown menu (set to "United States"), an "Enter Address" field, and fields for Street Number, Street Name, City, State, Postal Code, County, and Unit or Suite. There is also an "Address Type" dropdown menu (set to "Billing"). At the bottom, there is a checkbox for "I'm not a robot" with a CAPTCHA image, and "Back" and "Submit" buttons.

6: When your Registration is completed, you will see the message below.

The screenshot shows a message box with the text "Thank you for registering" and "Thank you for requesting a new user account - your account will be activated after it has been reviewed." Below the text is a blue button labeled "Return to Home".

7: After your account registration is approved, you will receive a follow-up email from Chester County with further instructions. If you have not received an account registration approval email within 3 business days, please contact us at 610-344-6285 or ccplanning@chesco.org.

Need additional assistance:

Contact Planning Commission staff Monday thru Friday, 8:30 AM to 4:30 PM at 610-344-6285 or ccplanning@chesco.org.