

City of Box Elder

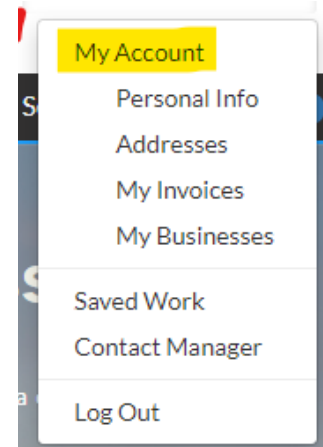


Civic Access Guide – Change Account Information

Once your account has been created, you can utilize the profile settings screen in Civic Access 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://cityofboxeldersd-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

PERSONAL INFO ADDRESSES MY INVOICES MY BUSINESSES

Personal Info *REQUIRED

First Name

Middle Name

Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

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

My Account

PERSONAL INFO ADDRESSES MY INVOICES MY BUSINESSES

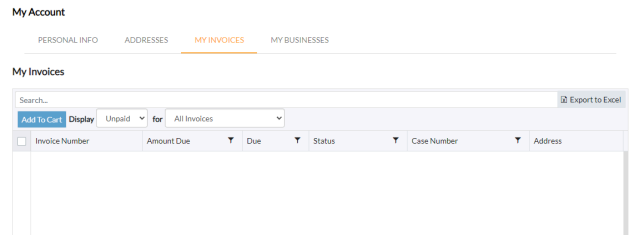
Addresses

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

Mailing

4. My Invoices will provide a list of all outstanding and paid invoices generated in the system using your contact information.

a. Selecting an unpaid invoice from this list will allow you to add that invoice to the shopping cart for payment



5. My Business tab will list all city businesses that your account has been linked to. If this information is incorrect, please contact our Business Licenses Services for additional assistance

