HOW TO REGISTER

**Step 1:** To create a new CAP account, click the “Register” button on the right hand corner of the screen, which will direct you to the sign up page.

![Citizen Access Portal](image)

**Step 2:** On the New Registration page, enter user details and address information in the required fields that are asterisked * on the form. Additionally, enter the Captcha value in the text box provided exactly as it is displayed, then click the Submit button. A confirmation will be sent to the e-mail registered once the account is approved.
Step 3: Exit the application and wait until a confirmation email is received.

HOW TO LOG ON

Step 1: To log into your CAP account, click on “Log On”, which is located in the right hand corner of the screen.

Step 2: Enter your email and password (setup when you created your account) and click “Log On”.

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