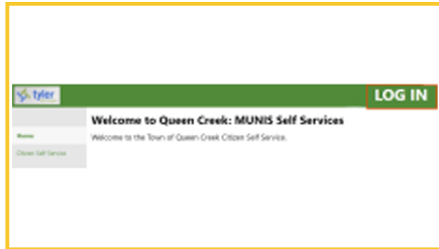


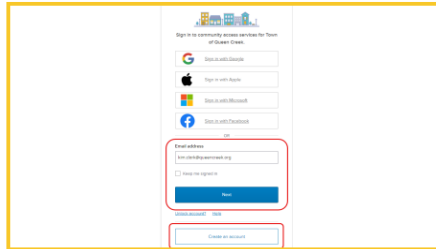
Quick How-To Guide: New User Registration

Citizen Self Service for Business Licenses and Short Term Rentals

<https://townofqueencreekaz.munisselfservice.com/css/>



1 Select Log in to create a new account for first time customers.



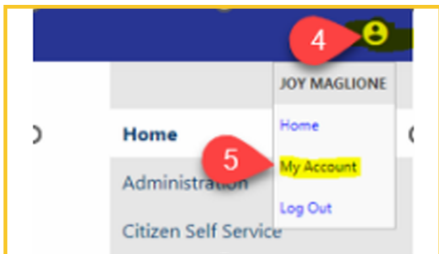
2 New Users, select Create an account at the bottom of the screen OR

Already have an account, enter your log in information.



3 New Users, complete the fields to create account.

You will receive a verification email, follow the instructions to complete registration and activate account. You will need to sign in again to continue.

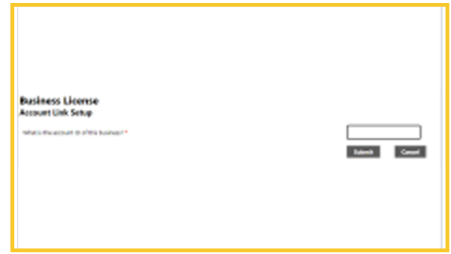


4 First time users: Link account by selecting person icon in upper right.

5 Select, My Account



6 Select, link to account on the right side of the screen.



6 Enter **Business Account ID Number** from your Business License, Invoice, or email received from the Town. **DO NOT ENTER THE BUSINESS LICENCE #**). Click Submit. **Your account is now linked.**