

# Quick Reference Guide – Individual

## Register Account

1. Go to <https://www.civil-systems.com/Account/Register> For the best experience, use Google Chrome.
2. Complete information on registration page and submit.
3. Check email to confirm account. If email is not in your inbox, check junk or spam folder.
4. Log in to complete account registration and setup.

## Setup Account

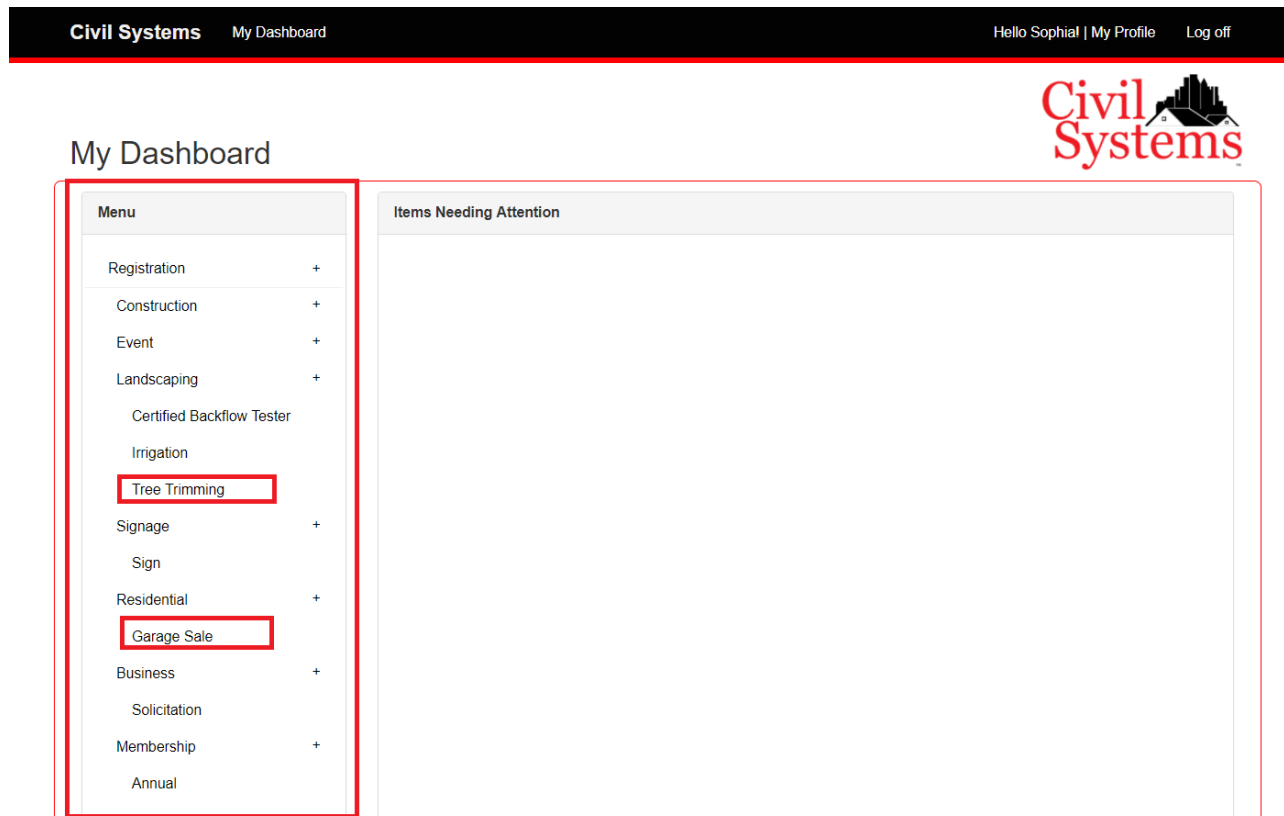
### Individual Profile

All accounts must have a complete individual profile which includes:

1. User Information with name, SSN# (last four only), and default city. (Default City should be where you do most of your business.)
2. User Address. Note: One address should be “home” which matches the address on your driver license or state issued identification.
3. User Phone.

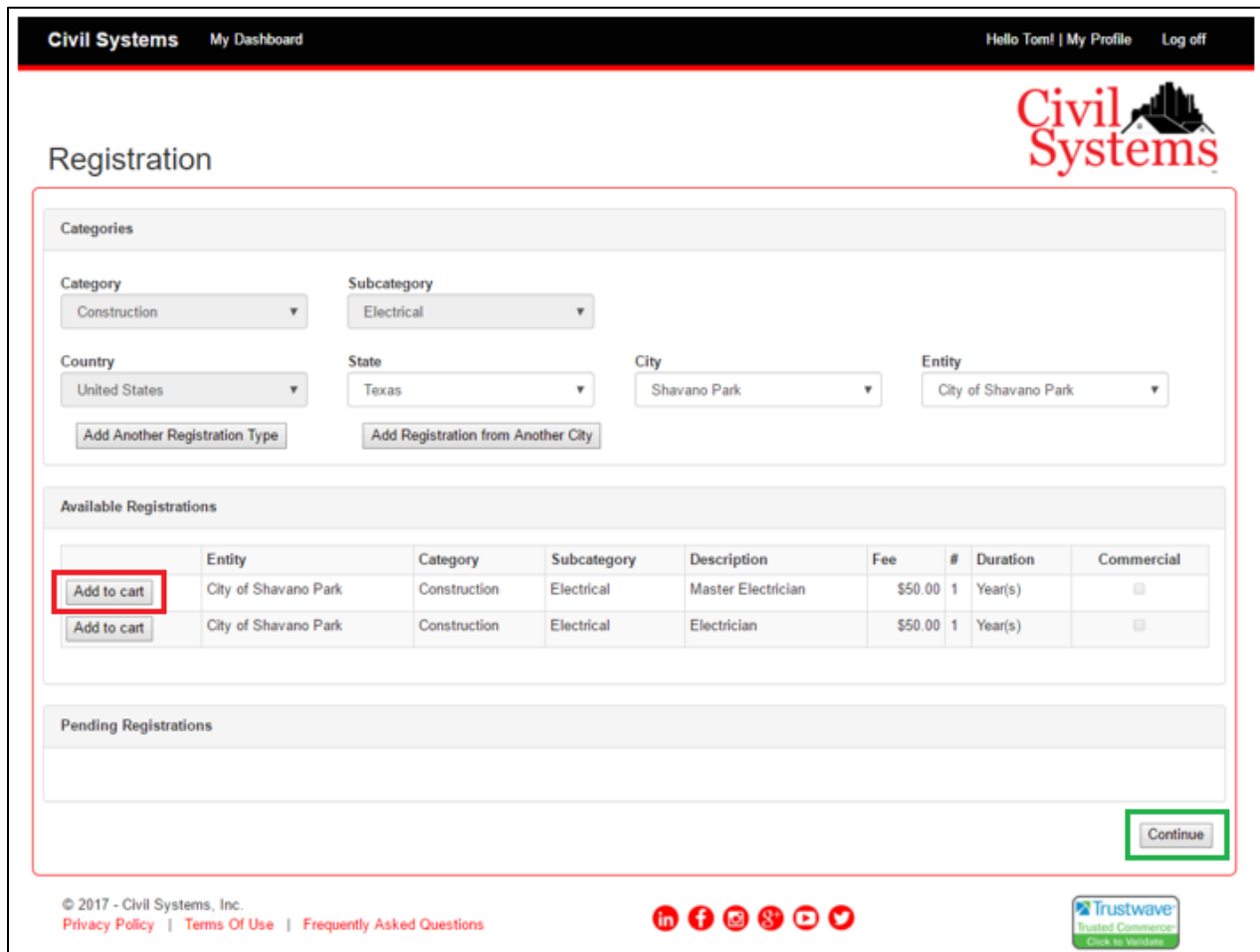
## My Dashboard

Once your profile is complete, the system will direct you to “My Dashboard”. Select your registration type from the left menu as shown below. Click on the left navigation (red outline below) to interact with it. After selection, the Registration screen will open.



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On the Registration screen, find registration, then click **Add to Cart** (red outline below). When your selections are complete, click **Continue** (green outline below) and follow the directions on the next page, Pending Registrations, then checkout and payment.



**Civil Systems** My Dashboard Hello Tom! | My Profile Log off

## Registration

**Categories**

Category: Construction Subcategory: Electrical

Country: United States State: Texas City: Shavano Park Entity: City of Shavano Park

Add Another Registration Type Add Registration from Another City

**Available Registrations**

	Entity	Category	Subcategory	Description	Fee	#	Duration	Commercial
Add to cart	City of Shavano Park	Construction	Electrical	Master Electrician	\$50.00	1	Year(s)	<input type="checkbox"/>
Add to cart	City of Shavano Park	Construction	Electrical	Electrician	\$50.00	1	Year(s)	<input type="checkbox"/>

**Pending Registrations**

Continue

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Trustwave Trusted Commerce Click to Validate

## Requirements Overview

- Driver License may be required, depending upon the registration type selected.

## Payment

Look for the confirmation screen or confirmation email. As a rule of thumb, if you haven't made a payment then **your registration is not complete.**

## Status

You may check the status of your registration anytime via My Dashboard:

- **Verification** – Your registration is being processed. If you will see an entry in the Items Needs Attention, you must correct or provide information before your registration will be complete.
- **Complete** – Your registration processing is fully complete and active.
- **Paused** – Required information such as driver license may be expired or missing. Your immediate attention is required to bring this registration active again.
- **Expired** – Your registration is no longer active and requires renewal.