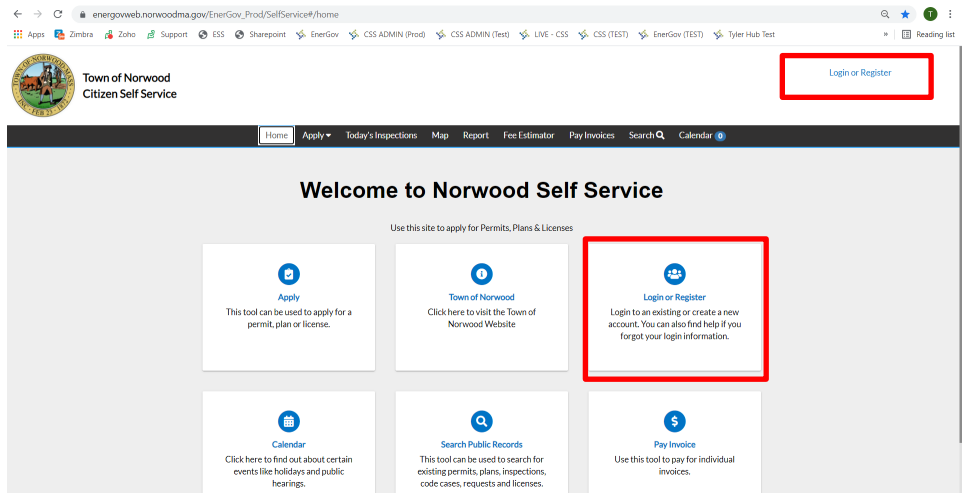
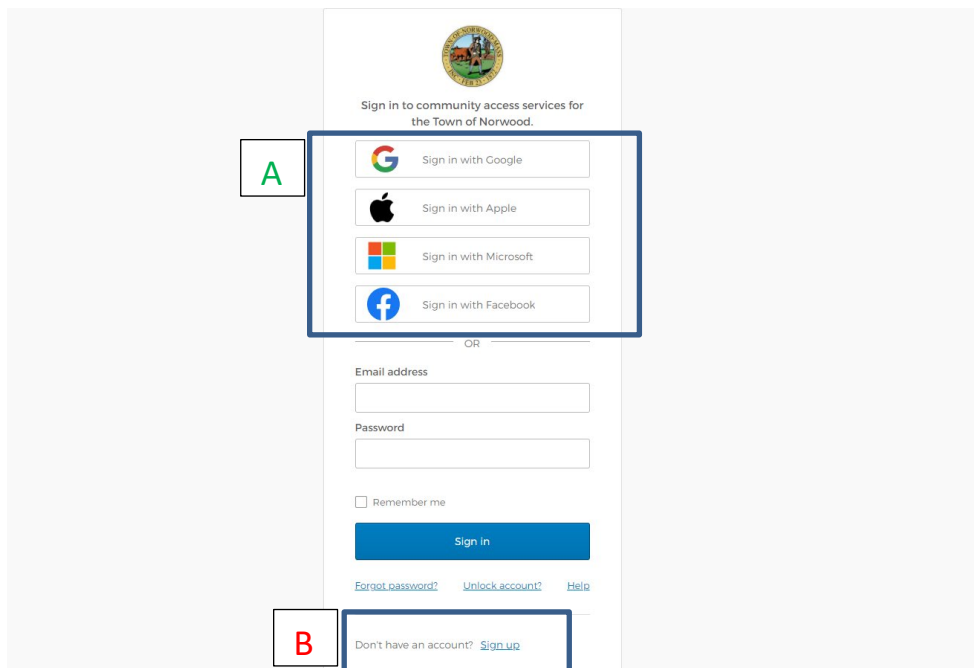


How to Register for a Town of Norwood Citizen Self Service account

Visit the Town of Norwood Citizen Self Service page



Click on Login or Register in one of the two areas notes above.



A – If you have an existing account on one of these platforms, you can use those login credentials to create you Norwood Citizen Self Service account.

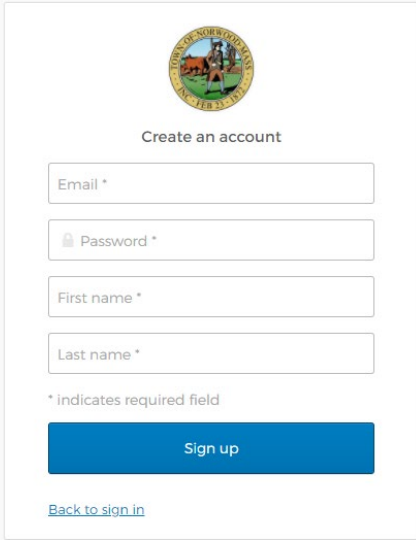
*** The associated email with you use to create you Norwood account is the email that will be used by Norwood as is the primary way the Town will communicate.


THEN SKIP TO REGISTRATION PAGES Step on Directions below

OR

B - If you want to create your account using an email address, click on the Sign up link at the very bottom of the page.

You will be taken to this page




Create an account

Email *

Password *

First name *

Last name *

* indicates required field

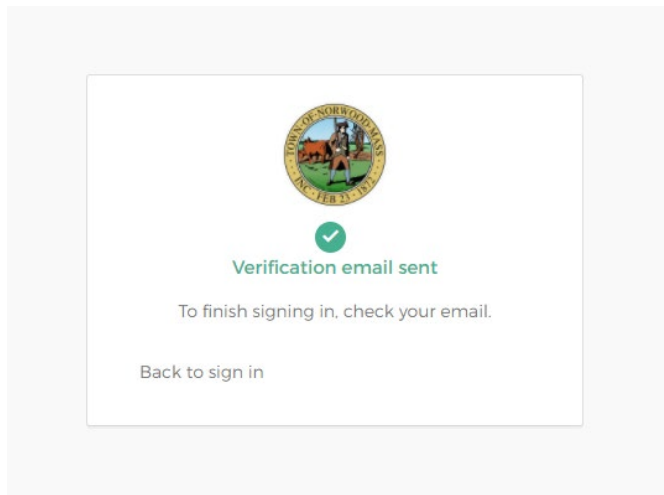
[Sign up](#)

[Back to sign in](#)

Fill in the requested information and click Sign-up

You will get this message.

At that point, go to the email you supplied in the step above.

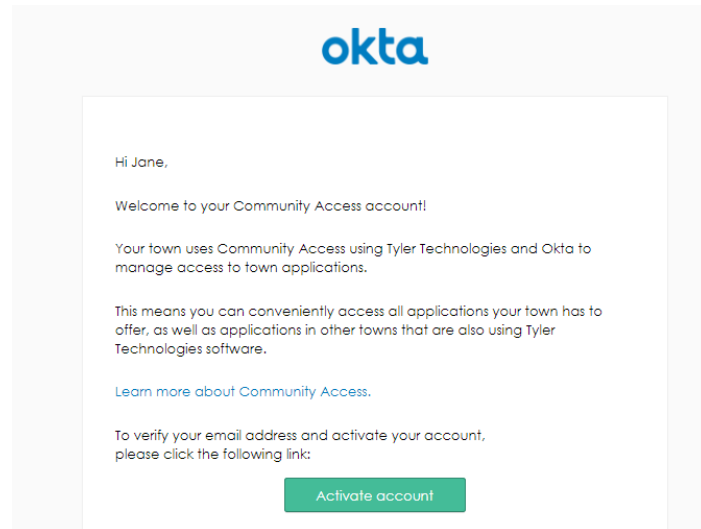


Check your email for an email from Community Access Identity.

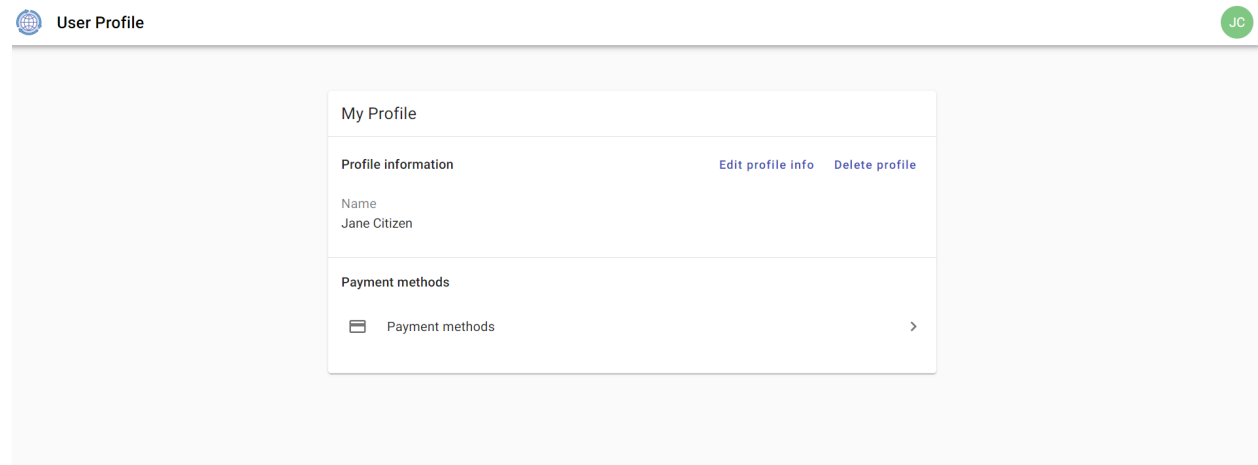
Check your spam folder if you do not receive email within a few minutes.

From	Subject
<input type="checkbox"/> Community Access Identity	Welcome to your Community Access account

When you open the email, you will see the message below:

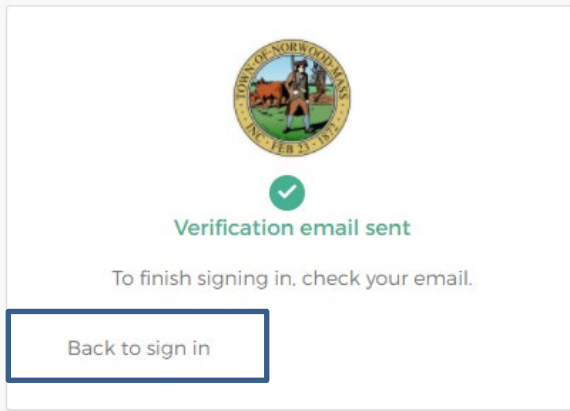


Click on the Green Activate account button.
That will launch the site below.



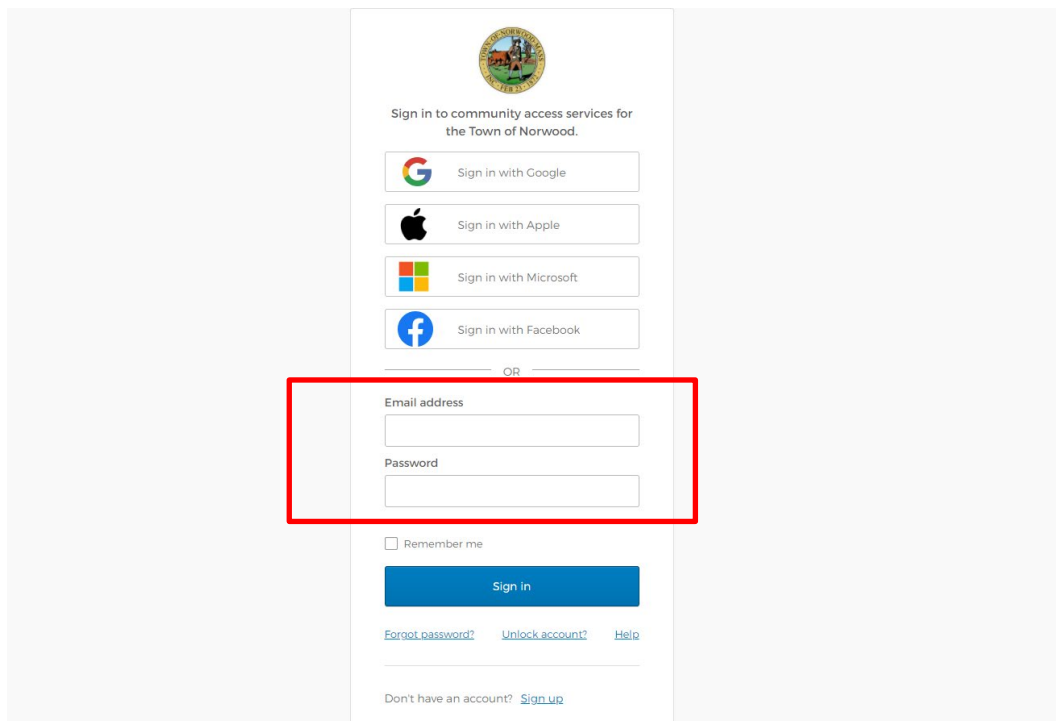
Nothing needs to be done on this page.
Your account is now activated. **You can exit out of this page.**

Return to the window for the sign in page where this message was displayed



Click Back to sign in.

You will be back at this page.



Enter the Email address & Password for the account you just created
Click Sign in, you will be taken to the Registration pages.

.....

REGISTRATION PAGES

The series of Registration Pages are where you will enter your contact information. Please provide as much detail as possible.

Page 1 of 3

Town of Norwood
Citizen Self Service

Return to Tyler Identity

Home Apply Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

Registration

Step 1 of 3: Acknowledgement

Thank you for creating an account.
Please include detailed contact information so we can easily be in touch if needed.
In addition to a valid email address, please include a contact phone #.

Continue

Click Continue

Page 2 of 3

Town of Norwood
Citizen Self Service

Return to Tyler Identity

Home Apply Today's Inspections Map Report Fee Estimator Pay Invoices Search Calendar

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name Jane

Middle Name

Last Name Citizen

Company

A * Contact Preference --Select Contact Preference--

* Email Address JaneCitizen@mailinator.com

B Additional Contact Information

Back Next

C

Please provide at least ONE valid phone number.

Hide

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

Back Next

A – select contact preference

B – click “Additional Contact Information”

C – Provide a phone number

This is the Dashboard, where you can keep track of any applications/permit/licenses, etc. with the Town of Norwood.

To apply for a permit/license/plan – click on apply from this screen and you will have access to all online applications.

