



Registering for a CSS Account

Registering for a CSS account will give you full access to the portal's features.

1. On the portal's home screen, you can either select the dropdown list under "Guest" or click the Login or Register tile to Register for a new account.

2. When prompted, enter your email address and then click Next.

For general permit questions, inquiries or to file a code complaint, you must speak directly with a permitting specialist in the Building Codes Department at 864-898-5950.

Need technical assistance utilizing our online permitting portal? Submit a [HELP](#) request for IT Support or call 864-898-5950 during regular office hours.

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Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

3. Check your email and look for the email from energovdonotreply@co.pickens.sc.us and click **Confirm** in the email.

Citizen Self Service New User Account Confirmation

2 minutes ago at 11:59 AM

From energovdonotreply@co.pickens.sc.us

[More](#)

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

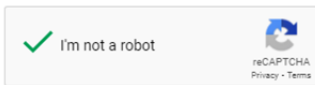
[Confirm](#)

4. This will take you back to the CSS portal, where you will be able to complete your registration. Once the following, required *, information is provided, click **Next**.

Registration

Step 2 of 4: Login information

*REQUIRED



* Username

* Password

Strong

* Confirm Password

Email

[Next](#)

5. Enter all required information, indicated by a *, and any **additional information** you would like to offer. Click **Next** when all required and additional information has been entered.

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

[Next](#)

Registration

Step 3 of 4: Personal Info

Hide

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

Next

- Continue entering all required * and additional information. Click **Submit** when finished.

Registration

Step 4 of 4: Address

*REQUIRED

Country Type

* Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

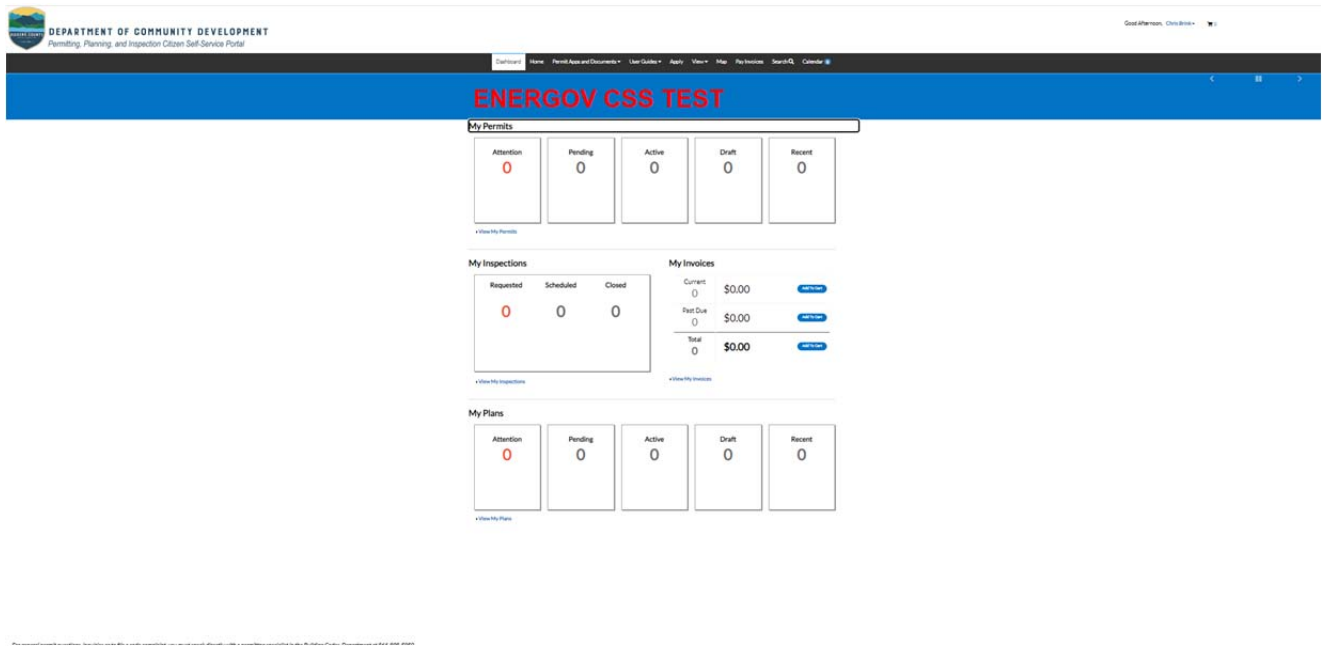
Postal Code

County

* Address Type

Back **Submit**

7. Once the registration process is complete and **Submit** has been clicked, CSS will redirect to **YOUR** CSS Dashboard.



8. You will also receive the following confirmation email.

Pickens County CSS Account Approved

52 minutes ago at 12:06 PM

From energov@donotreply.com

[More](#)

Thank You for your interest in Pickens County and registering your new account with our CSS Permitting and Inspection Portal. You now have full access to all that is offered in our CSS Portal. For access to our various self-help handouts and to our FAQs, please choose the appropriate links at the top of the CSS page. In order to link any existing permits you have with us, please make sure the email address you provided at registration is the same address that you provided when you applied for your existing permits. If you need assistance linking to your existing permits, please submit a Case Connection Form or speak with one of our Permitting Technicians. Again, thank you for your interest in Pickens County!

Your account is now created and you may now **Log In** using your account credentials. Review the additional help guides for using the other features of our CSS portal!