

# ePLACE Initial Registration

You may use any web browser or mobile device to access ePLACE. However, a computer is recommended when registering instead of your mobile device. <https://energov.opkansas.org/CSS/SelfService#/home>

## Step 1 of 3

1. Enter your email address.
2. An email will be sent to your email inbox to verify you entered the correct email.
3. Open the email from [EnerGov\\_NoReply@opkansas.org](mailto:EnerGov_NoReply@opkansas.org) and select "Confirm".

## Step 2 of 3

4. A new ePLACE window will open with your email displayed. You will receive one of these messages:
  - a. If your email is already in the system, you will be asked 'Is this you?' If yes, Log In to be connected to your records
  - b. If you have not done business with the Overland Park City since April 2017 and are not in the system, select 'Register'.

## Step 3 of 3

Enter your personal information. Red asterisk indicates a required field.

### **Password Requirements:**

1. At least (8) characters in length.
2. At least one digit ('0'-'9')
3. At least one uppercase (A-Z)
4. At least one lowercase (a-z)

### **Enter Address:**

1. Begin typing your address. When you see your address populate below, simply select it in order for all fields to auto populate.

### **I'm not a robot:**

1. You must select the checkbox of "I'm not a robot" and receive the green checkmark before hitting Submit.

NOTE: If you do not select the address from the dropdown list, you will be asked to select individual pictures from a variety of pictures before being able to see the green checkmark.

### **Thank you for Registering:**

Upon successful registration, you will see a message: 'Thank you for registering for an account. Your account is now active and ready to be used.'

### **Log In**

Select Log In to take you back to the home screen to log in with your email address and password that you just created.