Contents

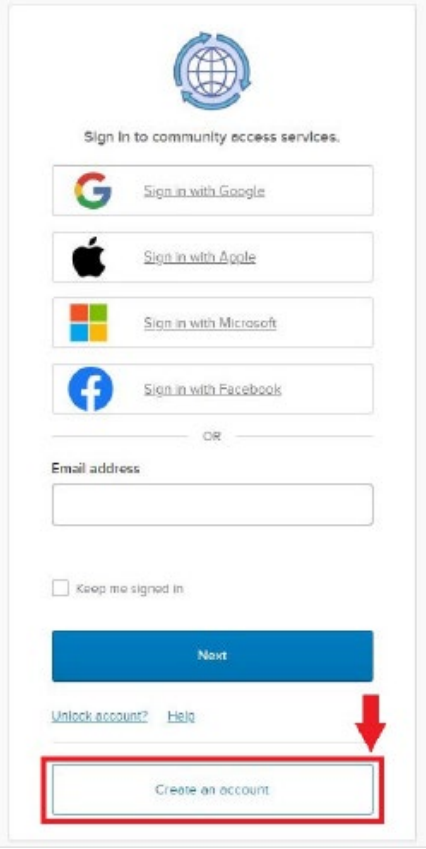
Steps to Re-registering your existing account for TID-C 1
Steps to Register for a new account.....4

Steps to Re-registering your existing account for TID-C

When Re-registering your existing WRC Permitting & Soil Erosion Application Portal account, follow the instructions below.

IMPORTANT NOTE: Please **DO NOT USE** the social media or google sign in options listed below unless your WRC Permitting & Soil Erosion Application Portal login information matches exactly with your Google, Apple, Microsoft, or Facebook accounts. For instance, if you use a personal email for Google, Apple, Microsoft, or Facebook but a different email for our portal, your portal account **WILL NOT** connect correctly to your existing records.

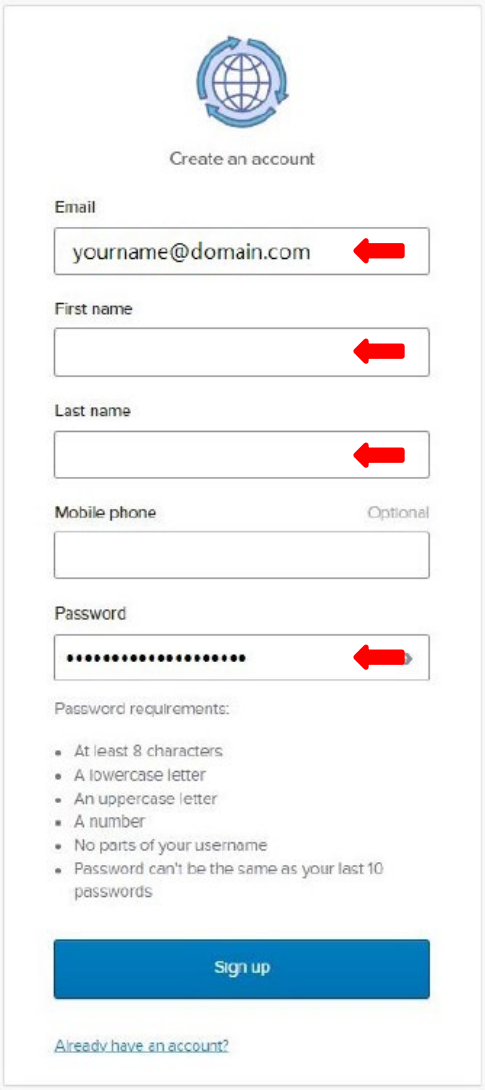
1. Click **Create an Account** at the bottom of the screen.



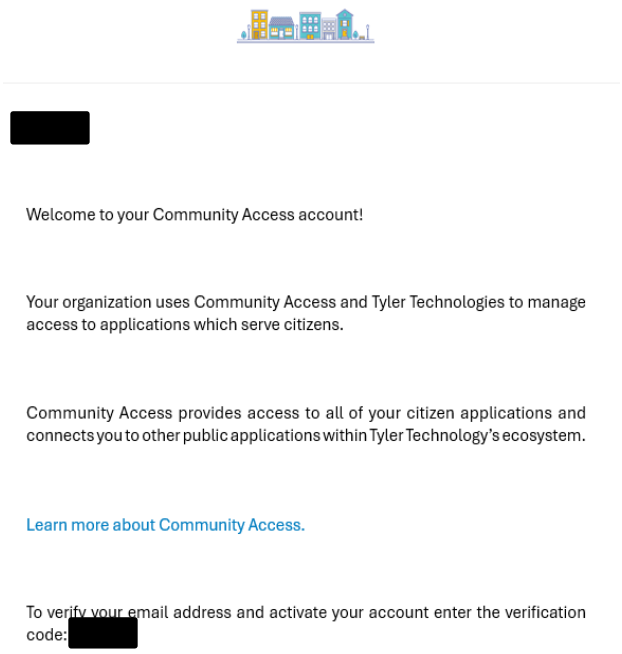
2. On the next screen, enter your **Email** address that is tied to your existing CSS account, **First name, Last name** and **existing Password** or you can create a new password as long as it meets the requirements below. Click **Sign Up** at the bottom of the screen.

Password Requirements:

- *At least 8 characters*
- *A lowercase letter*
- *An uppercase letter*
- *A number*
- *No parts of your username*
- *Password can't be the same as your last 10 passwords*



3. You will receive a verification email from **Community Access Identity** containing a verification code. If you don't receive an email, please check your spam or junk folders.


[redacted]

Welcome to your Community Access account!

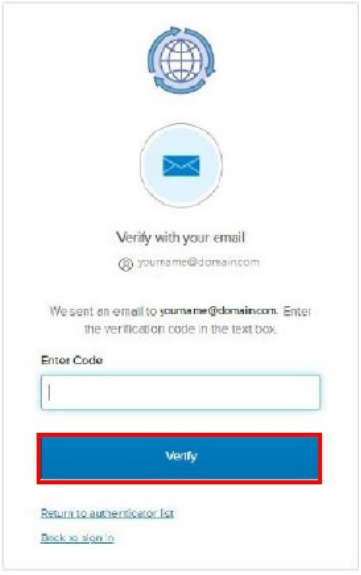
Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

Learn more about Community Access.

To verify your email address and activate your account enter the verification code: [redacted]

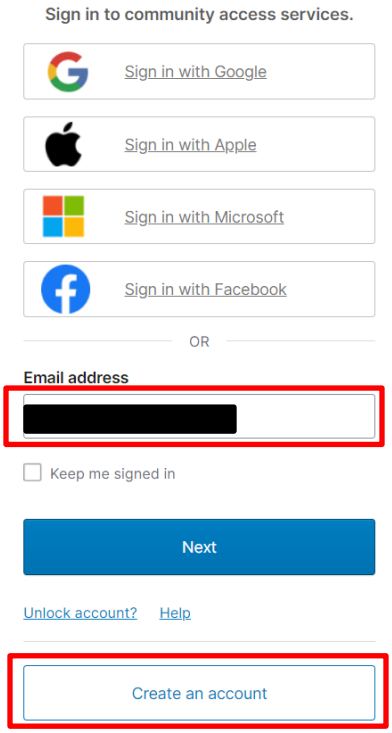
4. Back on the login page, enter the verification code and click **Verify**. If you have an existing CSS portal account and used the same email address, you will be directed into the WRC Permitting & Soil Erosion Application Portal. You re-registration is complete.



Steps to Register for a new account

To create a new account for our WRC Permitting & Soil Erosion Application Portal, please follow the instructions below.

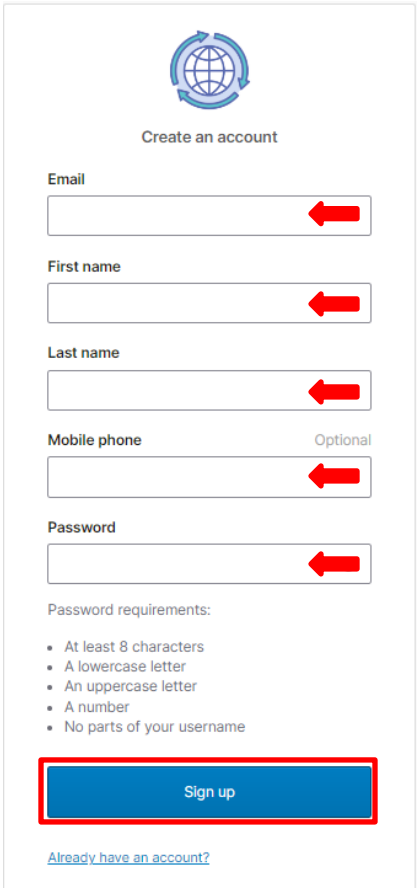
1. Click Login or Register, enter and E**mail address** and click **Create an account** at the bottom of the screen.



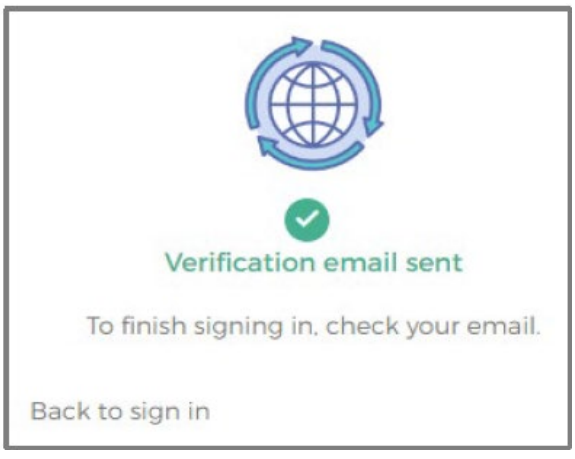
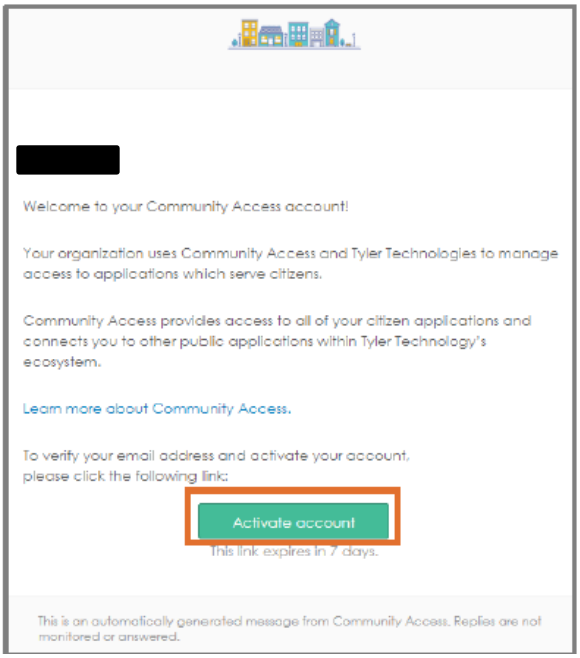
2. Enter your **Email, First name, Last name , Mobile phone, Password** and then click **Sign up.**

   Password Requirements:

   - *At least 8 characters*
   - *A lowercase letter*
   - *An uppercase letter*
   - *A number*
   - *No parts of your username*
   - *Password can't be the same as your last 10*



3. The browser will display the message below, please check your email. If you do not see the verification email, check your spam or junk folders.



4. Open the email and click on **Activate account**, this will activate your TID-C account and re-direct you to our WRC Permitting & Soil Erosion Application Portal. Your registration is complete.