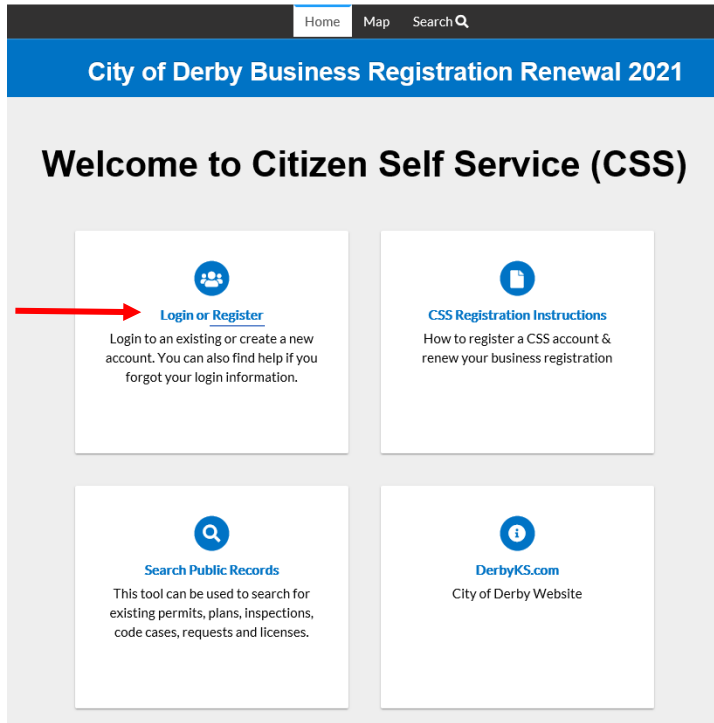


CITIZEN SELF SERVICE (CSS) INSTRUCTIONS

CSS Instructions include **(1) Steps to create your CSS login**, and **(2) Steps to renew your business registration**.

(1) CREATE YOUR CSS LOGIN

1. Click on "Register" on the CSS Welcome page.



2. Click on "Register Here". You will create a username and password in later steps.



The screenshot shows the 'Log In' form with the following fields and options: a 'Log In' title, a required 'Username' field, a required 'Password' field, a 'Remember Me' checkbox, a blue 'Log In' button, and three links: 'Forgot your password? Reset it', 'Forgot your username? Email it', and 'Don't have an account yet? Register Here' (with a red arrow pointing to it).

3. Create a CSS account: Enter an email address that is listed on the Business Registration Info form sent with your renewal. If the email has changed please contact Marcia Hartman at 316-788-3081 or marciahartman@derbyweb.com.

Home Map Search

Registration

Step 1 of 4: Email Address

Email ←

4. A message will appear to “Please check your email.”

Registration

Step 1 of 4: Email Address



Email

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.

5. An email confirmation will be sent to the email address entered.

- Check your email for the confirmation email from customerinformation@derbyweb.com.
 - Confirmation emails to Gmail accounts may be delayed.
- Click on “Confirm” and proceed with CSS login instructions.

Citizen Self Service New User Account Confirmation

  customerinformation@derbyweb.com
To

2:18 PM

Quick reply Reply all Forward Delete

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](#) ←

6. Create and enter a username and password (at least 8 characters). Click “Continue”.

Registration

Step 2 of 4: Login information

*REQUIRED


* Username

* Password

* Confirm Password

Email

Is this you?



←

7. Personal Info: The system will populate these fields as information appears in the City's database.
- If you are the Owner or Manager select the appropriate option from the "Contact Preference" drop down menu and update the contact information.
 - If you are a licensing department or other business contact, we ask that you **do not** change this information. Please make changes on the Business Registration Information Form sent with your renewal; you will be able to upload it later.
 - The contacts automatically populated may include:
 - Business owner's name, manager's name, or licensing department contact name.
 - CSS may list the name of a company as the First and Last name. It is recommended that you do not change this information as it could cause errors on the business registration certificate.
 - If changes need to be made, please update the Business Registration Information form sent with your renewal. You will be able to upload it later.
 - Click "Next".

Registration

Step 3 of 4: Personal Info

*REQUIRED

* First Name

Middle Name

* Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Contact Preference

* Email Address

- Select Contact Preference--
- Address
- Business Phone
- Email
- Fax
- Home Phone
- Mobile Phone
- Other Phone


8. **Address:** This is where the City will send correspondence. The system will populate these fields as information appears in the City's database.
- If you want correspondence sent to the local business address, select "Business" from the Address Type drop down menu and complete the information with the local business address.
 - If you want correspondence sent to an address that's not the local business address, select "Mailing" from the Address Type drop down menu and complete the information with the desired mailing address.
 - Click "Submit".

Registration

Step 4 of 4: Address

***REQUIRED**

Country Type	<input type="text" value="US"/>
* Address Line 1	<input type="text" value="611"/>
Pre Direction	<input type="text" value="N"/>
Address Line 2	<input type="text" value="Mulberry"/>
Street Type	<input type="text" value="RD"/>
Post Direction	<input type="text"/>
Unit Or Suite	<input type="text" value="300"/>
City	<input type="text" value="Derby"/>
State	<input type="text" value="KS"/>
Postal Code	<input type="text" value="67037"/>
County	<input type="text" value="Sedgwick"/>
* <u>Address Type</u>	<input type="text" value="Business"/>



(2) RENEW YOUR BUSINESS REGISTRATION:

1. After you click on Submit from the previous step, the following page will appear.
 - Click “Renew”.

Dashboard to Renew Home View Business Registration & Licenses Map Search

City of Derby Business Registration Renewal 2021

My Licenses

Expires in **28**

Fitness LLC

No. LIC-0071 -2020

Type: Business Registration

Renew

Draft **0**

2. License Details

- Leave this as “Business Registration” and click “Next”.

Dashboard to Renew Home View Map Search Calendar

Renew License - Business Registration REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

License Type: Business Registration

Description:

Next

3. Employee Information

- Enter the number of employees for the Derby business location. If you don't know the FTE, leave it blank.
- Click “Next”.

Dashboard to Renew Home View Business Registration & Licenses Map Search

Renew License - Business Registration REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

Enter information for the number of Full-Time employees, Part-Time Employees and (FTE) Full Time Equivalent employees (Example of FTE: 2 part-time employees working 20 hours each is equivalent to 1 FTE because full-time is equal to working 36-40 hours).

FT Employees

PT Employees

Number of FTE

Back Next

4. Attachments

- Make any changes to the Business Registration Information Form sent with your renewal. If you do not have any changes skip this step and click “Next”.
- If you have changes, scan the completed Business Registration Information Form and save as a pdf. Click on “Add Attachment” or drag the pdf file to the “Add Attachment” button to upload the document.
- Click “Next”.



Type



More Info



Attachments




Review and Submit

Attachments

- 1) Please mark changes on your Business Registration Information Form.
- 2) Scan the document as a PDF
- 3) Attach the PDF here.
- 4) If there are no updates to your Business Registration Information Form, click on Next.

click or drag files

Add Attachment



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Next



5. Review and Submit

- Review information. If the information is not accurate, please contact Marcia Hartman at 316-788-3081 or marciahartman@derbyweb.com.
- Click "Submit".



Type



More Info



Attachments



Review and Submit

Submit

Locations

Business 400 N Rock RD, Derby, KS, 67037

Mailing PO Box 3001, Attn:

Basic Info

Type Business Registration

Description

Industry Classification(s) - Convenience Store

Applied Date 09/22/2020

Contacts

Manager Alexander
Retail Company

Other Business Contact Ann CMB Manager
Retail Company

Corporate Office
Retail Company
PO Box 3001,

Owner
General Store #2953
400 N Rock RD, Derby, KS, United States, 67037

More Info

FT Employees 3

PT Employees 5

Number of FTE 2

Zoning

[Top](#) | [Main Menu](#)

Attachments

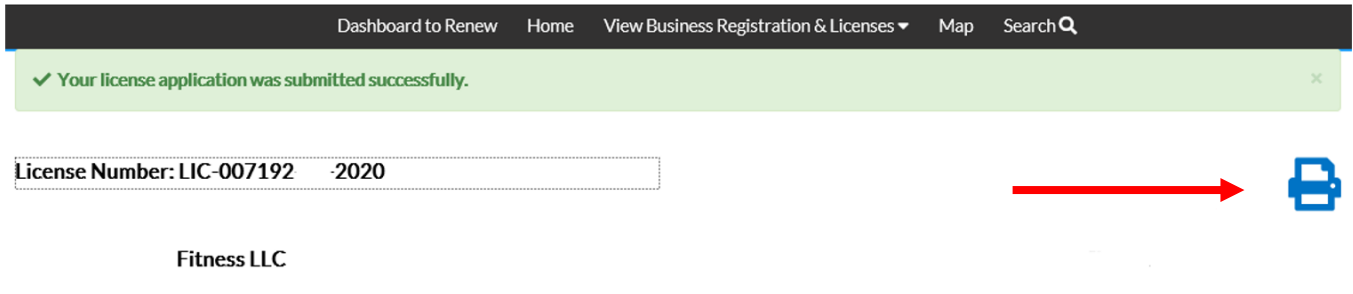
Attachment Business. .pdf

Back

Submit

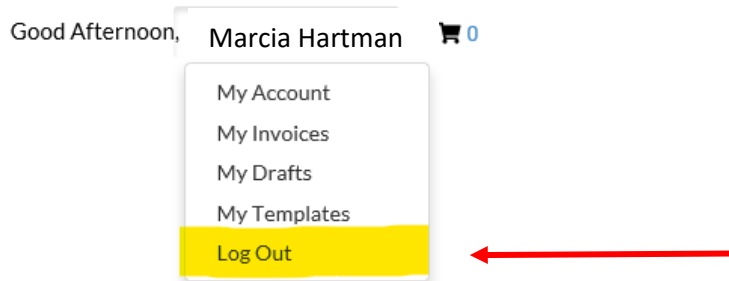


6. Click on the printer icon to print your business registration certificate.



The screenshot shows a dark navigation bar at the top with links for "Dashboard to Renew", "Home", "View Business Registration & Licenses", "Map", and "Search". Below the navigation bar is a green success message: "Your license application was submitted successfully." Underneath, there is a dashed box containing the text "License Number: LIC-007192 -2020". To the right of this box is a red arrow pointing to a blue printer icon. Below the license number, the text "Fitness LLC" is visible.

7. Click "Log Out" (in the upper right-hand corner of screen) to leave the CSS portal.



The screenshot shows a user profile section with the text "Good Afternoon, Marcia Hartman" and a shopping cart icon with the number "0". A dropdown menu is open, listing several options: "My Account", "My Invoices", "My Drafts", "My Templates", and "Log Out". The "Log Out" option is highlighted in yellow, and a red arrow points to it from the right.