REGISTER FOR A CITIZEN PORTAL ACCOUNT



Navigate to the Citizen Portal: https://www.civicgov4.com/md_montgomery/portal/

- > There are two parts to the registration process:
 - STEP 1: REGISTER You will be sent an email to confirm your email. This approval will not allow you to log in until the second part occurs.
 - STEP 2: APPROVAL The approval process takes up to one business day. Upon approval, you will receive an email notification with login instructions. If you attempt to login before you are approved you will receive a message that the User ID & Password are incorrect.
- Required Information is indicated by a red asterisk.

A confirmation that your account has been set up will be sent to you by email.

Welcome to our Resident Portal! This portal provides the public 24/7 access to the following online services: Apply For a License Submit a Compliant Pay For an Invoice Login To My Resident Portal Log In Register

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Click	on	the	-

ister button to begin.

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Please comp It is importa	olete the below form and click "Register".
1. You will b	be sent an email to confirm your email. This approval will not allow you to log in until the second part occurs.
2. The appro	oval process takes up to one business day. Upon approval, you will receive an email notification with login
instructions.	. Any attempt to login before this approval will give a message that the User ID or Password is incorrect
Your email a	address will act as your userid and will be used for future notifications.
 For new Reg Password 	jistrations, please be aware of the below Password requirements: should be greater than 6 characters
 Password 	should not contain your name
 Password Password 	should not have more than 3 identical characters in a row should have at least 1 uppercase character (A-Z)
 Password 	should have at least 1 lowercase character (a-z)
 Password 	should have at least 1 digit (0-9)
 Password 	snould have at least 1 special character (punctuation)
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The "User Registration" form is displayed.

Create Account and Password **by entering** the following information:

EMAIL* PASSWORD* CONFIRM PASSWORD*

Enter Contact Information:

USER TYPE* FULL NAME* ADDRESS 1* ADDRESS 2 CITY* STATE* ZIP* PHONE*

Enter Intended Use of System

Enter the "case-sensitive" code displayed on the screen.

button.

Click on the Register

A Confirmation Message is displayed

	Thank You !
	Thank you for your registration on the Citizen Portal. You will be receiving an email with a link to confirm your registration request. If you have not received this email after 48 hours, please contact us at licensureandregulatory@montgomerycountymd gov - Montgomery County, MD will confirm when your account has been activated.
	Note: This link is only valid for 30 days. If you do not confirm the registration within this time, you will have to re-register.
	CIVICgov Account Activation
	 Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from donotreply@civicplus.com. Show blocked content
	Civicgov <donotreply@civicplus.com> via sendgrid.net To: Rubble, Elizabeth Wed 6/14/2023 11:57 AM</donotreply@civicplus.com>
v	[EXTERNAL EMAIL]
v.	Hello Elizabeth, Welcome to CIVICgov !
	Your account has now been activated. You can login to CIVICGov and explore various options. Sincerely, CIVICgov Team.
	Area : md_montgomery
	S Reply

Example of E-Mail sent by CivicGov.