

## Log-in to Civics for the first time



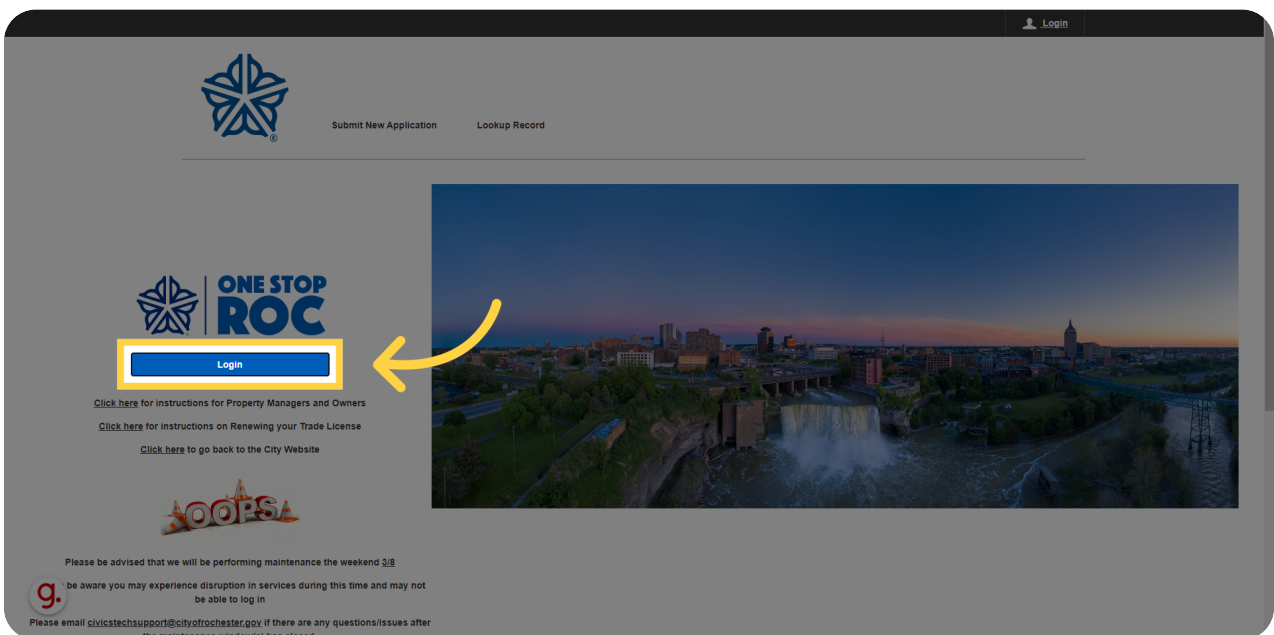
## Log in to Civics for the first time

Sign in to the City of Rochester's permit portal, Civics, for the first time.

Go to [infor.cityofrochester.gov](http://infor.cityofrochester.gov)

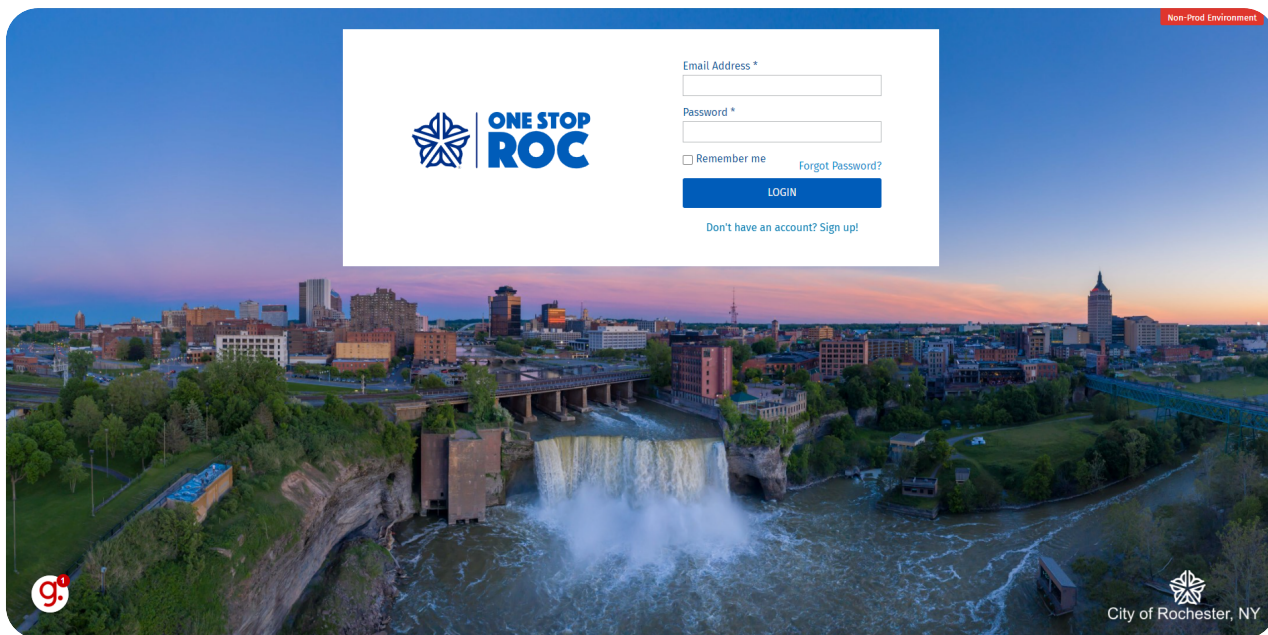
### 01 Click "Login"

Click on "Login"



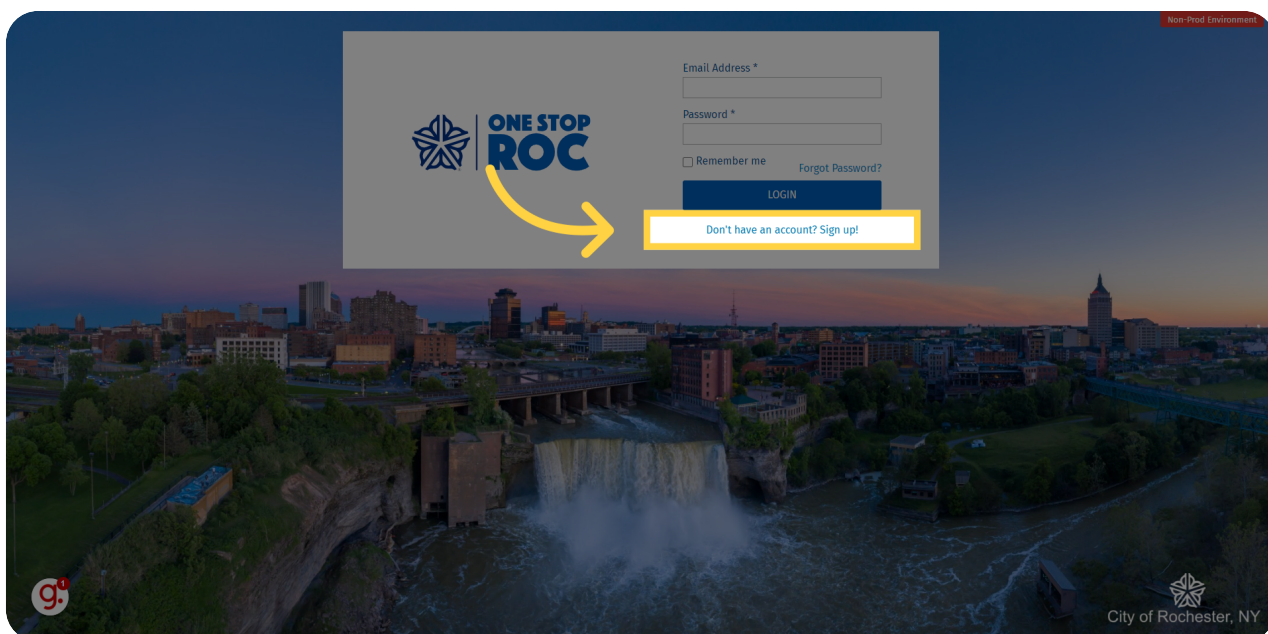
### 02 Log in using One Stop ROC credentials

If you already have a One Stop ROC login, for example from signing up for a rec program online, you can enter your email and password here.



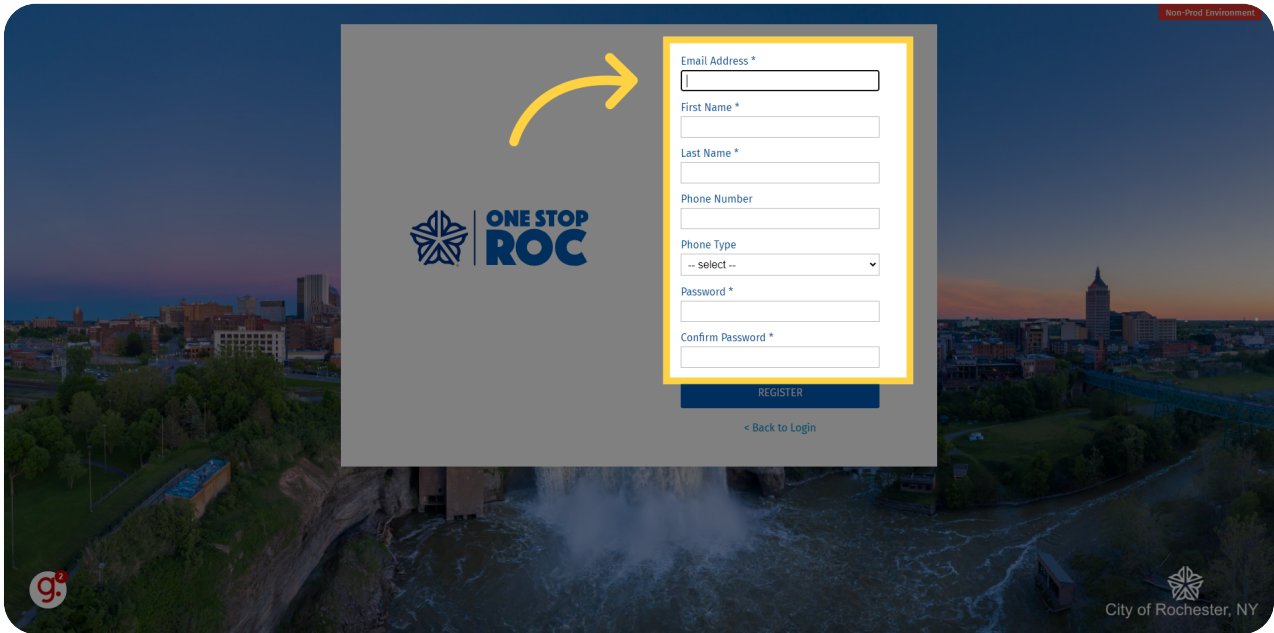
### 03 Create a One Stop ROC login.

Click "Don't have an account? Sign up!"

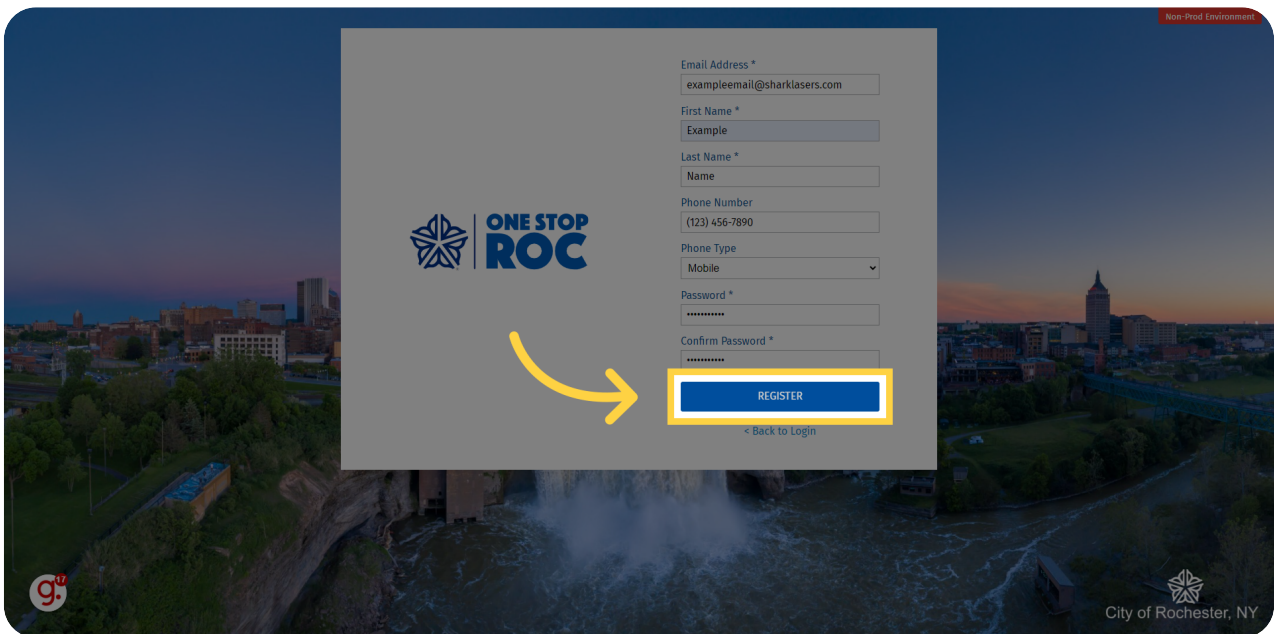


### 04 Fill out your contact information and set your password.

Fill out all of the fields with an asterix.



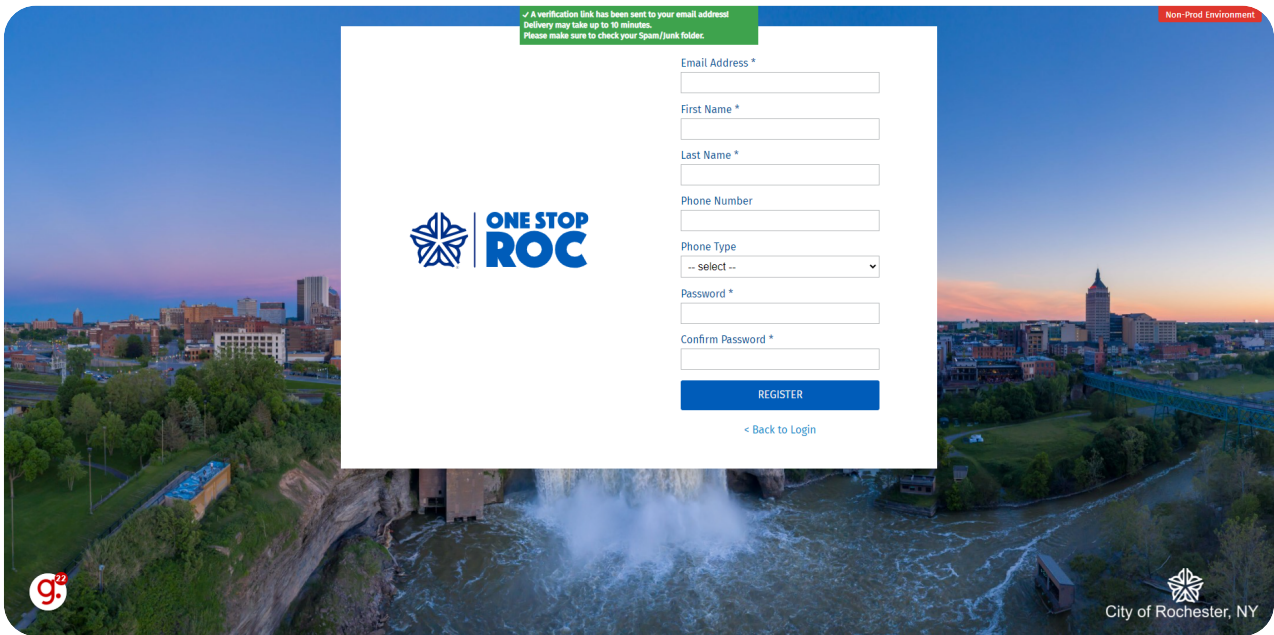
05 Click "Register"



06 Check your email inbox

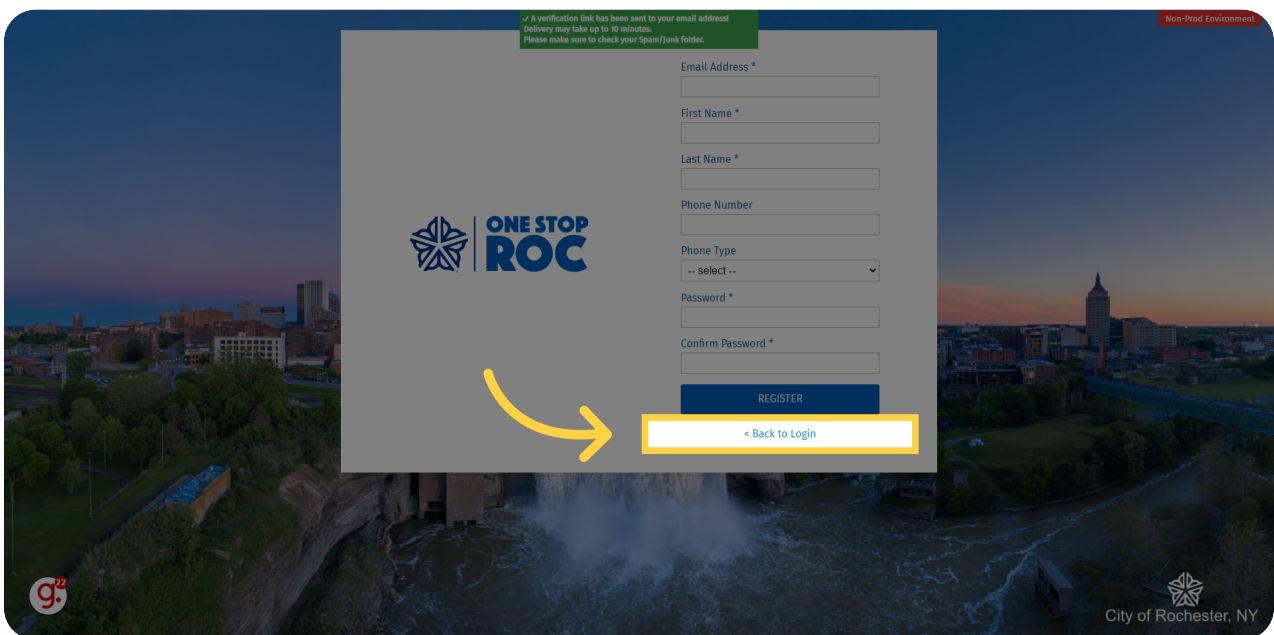
You will receive a verification email to the email address you entered. Please click the verification button in that email.





## 07 Click "< Back to Login"

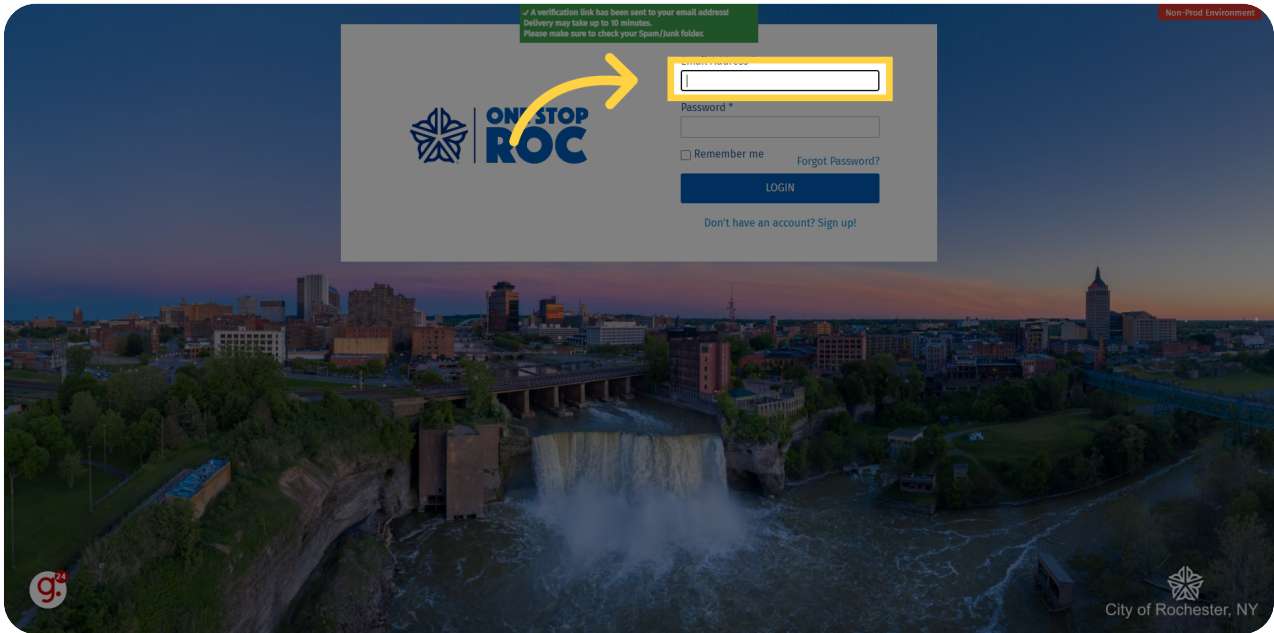
Once you have verified your email, navigate to the "< Back to Login" section



## 08 Login using your email address and new password

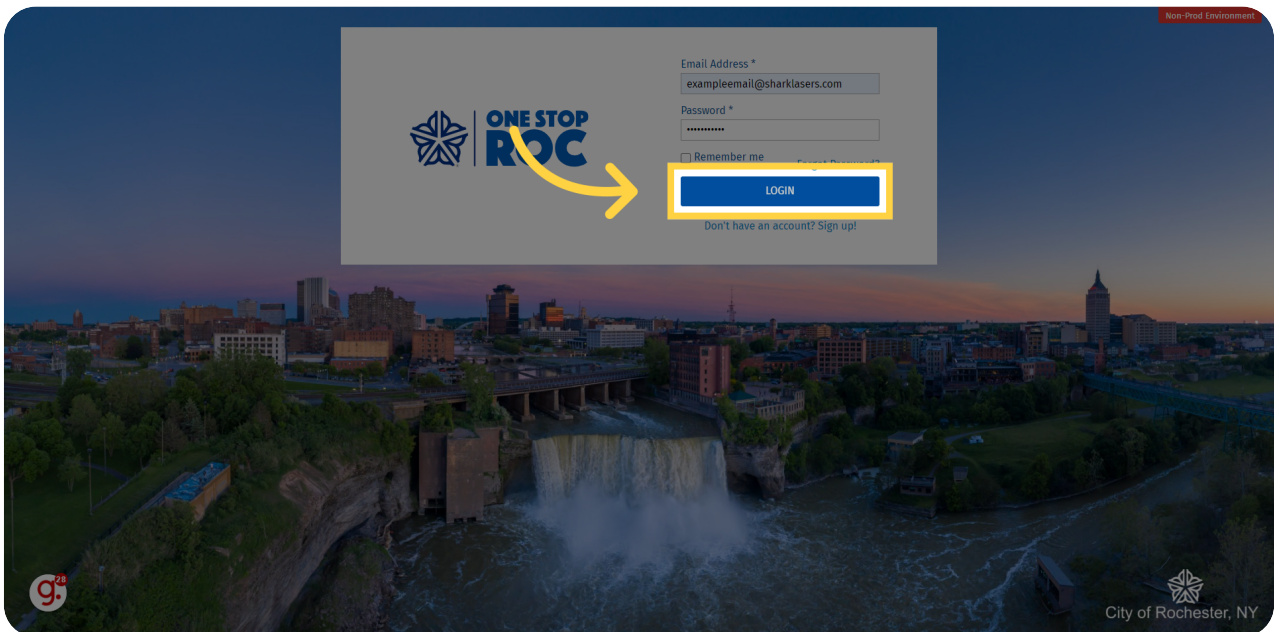
Click the selected location





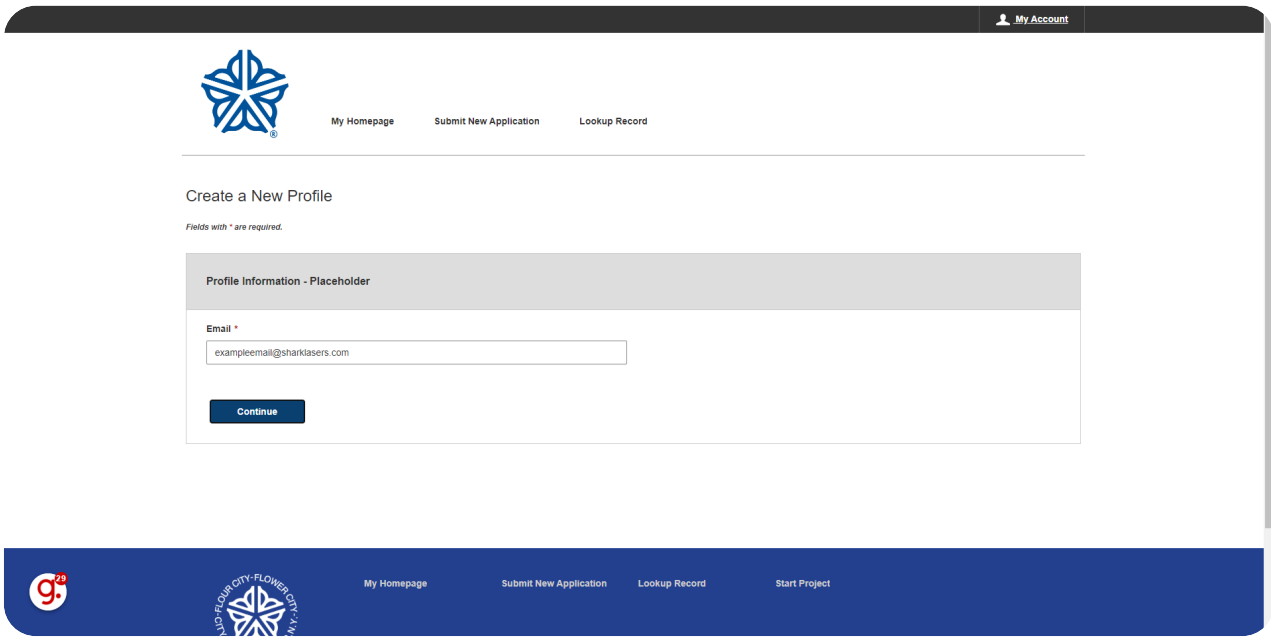
## 09 Click "Login"

Navigate to "Login"

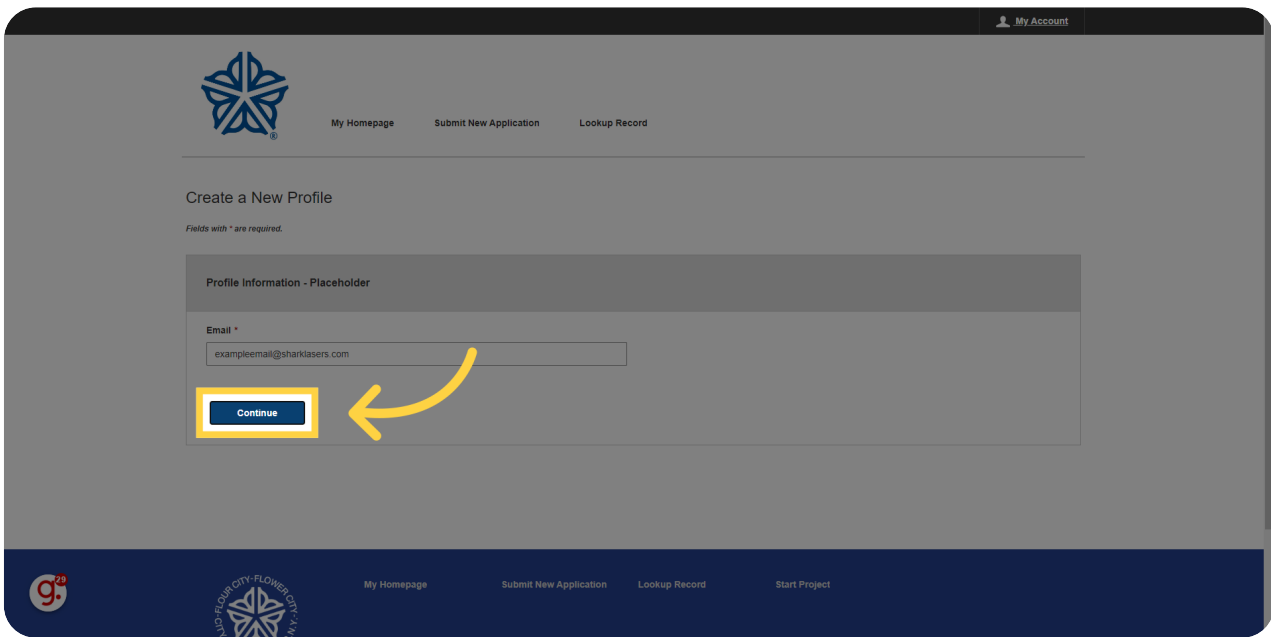


## 10 Create your Civics profile

You will be re-directed to Civics to create your profile. You will only be asked to do this the first time you log in.

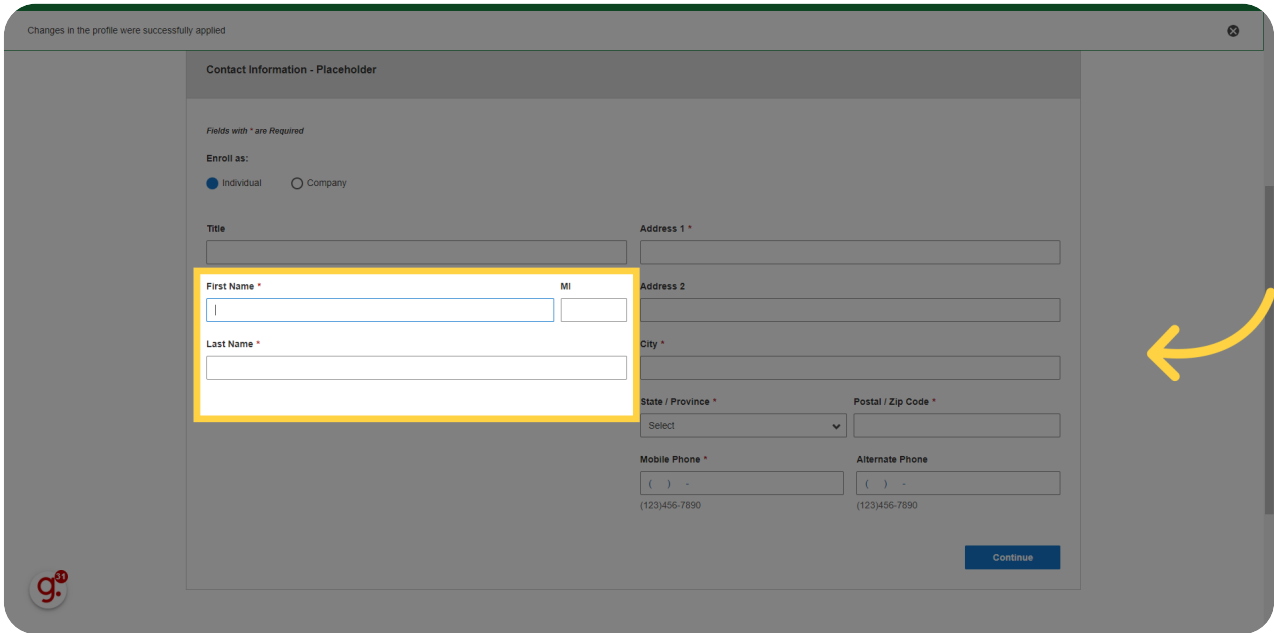


## 11 Click "Continue"

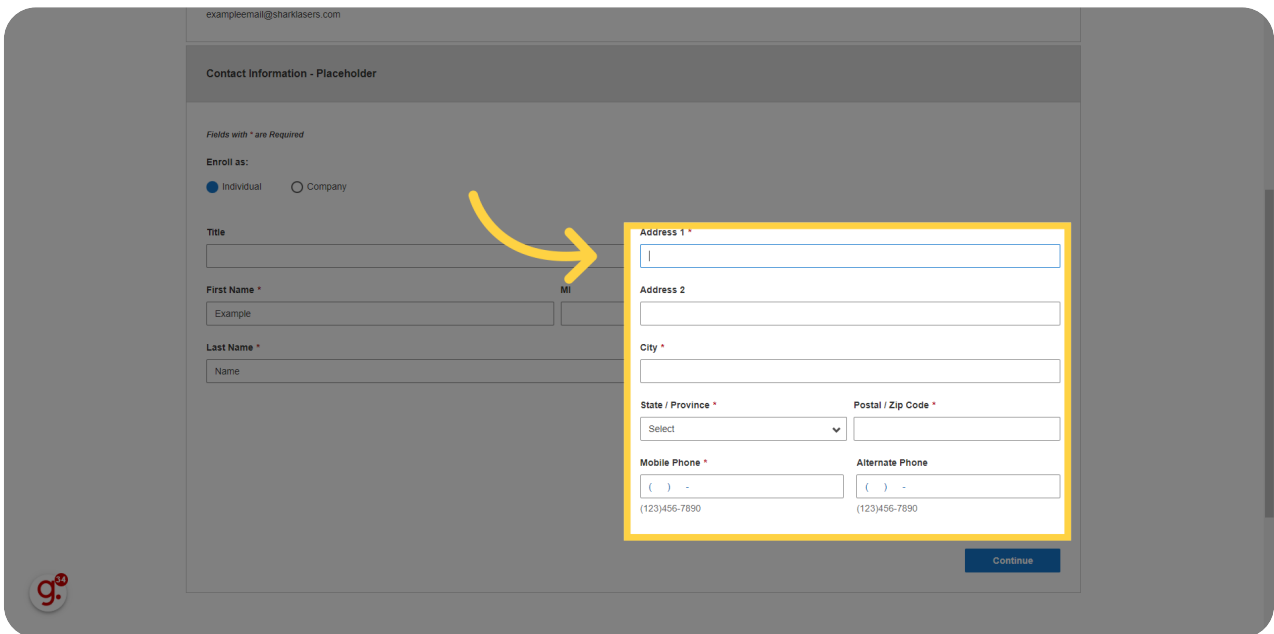


## 12 Enter your name

Choose the "First Name \*" option



13 Enter your address and phone number



14 Click "Continue"



exampleemail@sharktasers.com

Contact Information - Placeholder

Fields with \* are Required

Enroll as:  
 Individual  Company

Title: [ ] Address 1 \*: 123 Street Road

First Name \*: Example MI: [ ] Address 2: [ ]

Last Name \*: Name City \*: Rochester

State / Province \*: NY Postal / Zip Code \*: 14604

Mobile Phone \*: (123)456-489 Alternate Phone: ( ) - [ ]  
(123)456-7890 (123)456-7890

**Continue**

**15 Review your information and then click "Create Account"**

Review your contact information, and then click on the "Create Account" field. If you need to make changes, click on the "Edit" button and update the information before creating your account.

Changes in the profile were successfully applied

My homepage Submit New Application Lookup Record

Create a New Profile

Fields with \* are required.

Profile Information - Placeholder [\\_Edit](#) ✓

Email: exampleemail@sharktasers.com

Contact Information - Placeholder [\\_Edit](#) ✓

Name: Example Name	Mobile Phone: (123)456-489
Address: 123 Street Road, Rochester, NY 14604	Alternate Phone: [ ]

**Create Account**

**16 Welcome to Civics!**

You are now set up in Civics. The next time you need to login, you will just be asked for your email and password then directed to this screen.



[My Homepage](#)

[Submit New Application](#)

[Lookup Record](#)

Welcome, EXAMPLE!

[My Profile](#)

**Address**  
123 Street Road  
Rochester, NY 14604

**Contact**  
(123)456-489  
exampleemail@sharklasers.com

MY FEES

0

Total Amount Due

\$0.00

[Make Payment](#)

[Go to my fees](#)

[Go to my payment history](#)

My Projects

Filter

1

[Clear All](#)

There are no projects to display here.