

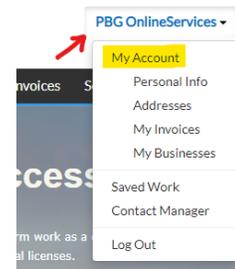
City of Palm Beach Gardens  
Civic Access Guide – Change Account Information



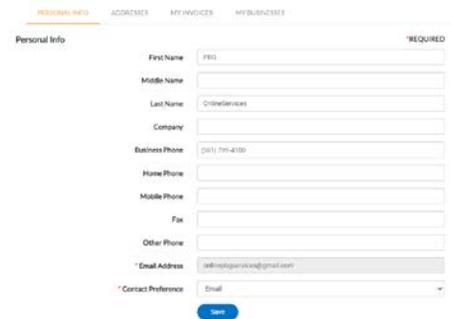
Once your account has been created, you can utilize the profile settings screen in Civic Access to adjust certain information regarding your account.

1. Once logged into the website below, select your account name in the upper right corner of the screen and select My Account

<https://palmbeachgardensfltest-energovweb.tylerhost.net/apps/selfservice#/home>

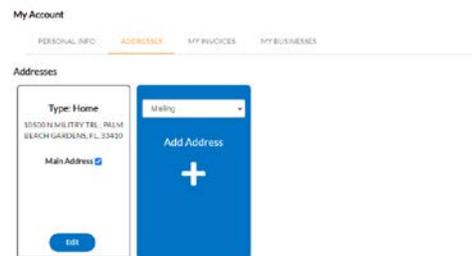


2. From the Personal Info tab, you can modify information such as your name, phone number, and contact preference



3. Selecting the Addresses tab will allow you to add additional addresses to your profile as well as modify your main address.

**\*\*At the time of this writing, an issue with our online portal is preventing the addition of more than a single address. Please contact our Building Division at (561) 799-4100 for further assistance if this is also happening to you\*\***



4. My Invoices will provide a list of all outstanding and paid invoices generated in the system using your contact information.
  - a. Selecting an unpaid invoice from this list will allow you to add that invoice to the shopping cart for payment



5. My Business tab will list all city businesses that your account has been linked to. If this information is incorrect, please contact our Business Licenses Services for additional assistance

