

## How to Register?

You do not need to register for an account if you just want to use the PLUS Online search features, however if you would like to use any of the advanced features such as apply online, online payments, or personalized dashboard, you will need to register for an account. To register, please use the instructions below.

- 1. Navigate to the PLUS Online Registration page at: https://rivcoplus.org/energov\_prod/selfservice#/home
- 2. Click the "Login or Register" button in the upper right hand corner.

PLUS Online				Login or Resister
	Home Search Q User	Suides and Links Apply Application Instruction	s ▼ Today's Inspections Help	
	Are you new to	the site? Visit the User Guides and Link	is tab above	× •••
	We	come to Self Serv	ice	
	Control of the second of the s	Q Sarch Cubic Accord This tool can be used to search for existing pormits, plans, happetlons, code cases, request and licenses.	Control Contro	
	Leginor Register Logino register Login to an existing or create a new account. You can also find help if you forgot your login information.	By Invoice Use this too to pay for individual invoices.	Nop Explore the map to see the activity occurring in your neighborhood.	

3. You will receive an alert that you are being redirected to the new registration site. READ THE MESSAGE and click "Continue".

Home	We have updated our login process to enhance security. This will require you to re- register. You will now be forwarded to our new authentication service.
	If you're being sent to this new authentication for the first time, be sure to register with the <b><u>same email address</u></b> you have used for this site previously.
	Before clicking Continue, please watch the following video: https://rctlma.org/plus-online-registration
	Cancel Continue



## 4. \*\*IMPORTANT\*\*

NEW AND RETURNING USERS WILL NEED TO REGISTER FOR AN ACCOUNT.

Click the "Create an Account" button at the bottom of the page.

Sign	in to community access ser	rvices.
G	Sign in with Google	
Ú	Sign in with Apple	
	Sign in with Microsoft	
A	Sign in with Facebook	
	OR	
naii addr	ess	
Keep m	e signed in	
	Next	
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5. Enter your email, name, phone number, and password, then click "Sign Up".

**RETURNING USERS**: You will need to register with the **same email address** you have used for PLUS Online previously, in order to be able to view your existing dashboard.

Create an a	iccount
Email	
rcplusonlinetest@gmail.com	n
First name	
Jane	
Last name	
Doe	
Mobile phone	Optiona
Password	
•••••	0
Password requirements:	
<ul> <li>At least 8 characters</li> </ul>	
A lowercase letter	
<ul> <li>An upper case letter</li> <li>A number</li> </ul>	
<ul> <li>No parts of your usernam</li> </ul>	e
<ul> <li>Password can't be the sar</li> </ul>	me as your last 10
passwords	
Sign	ID O



6. You will receive an email containing your Verification Code to confirm your account. Please check your Spam folder if the email is not in your Inbox. Copy the verification code from the email and paste it in the Enter Code field, and click "Verify".

Verify with your email	
youremail@gmail.com	
We sent an email to youremail i@g mail.com. Enter the verification code in the text box. Enter Code	
Verify	
Ν	

7. After entering your verification code, you will be redirected back to PLUS Online. **IF YOU ARE A RETURNING USER**, you will see a tile or tiles asking if this is you. Select the tile showing your existing account information. Click "Continue" to proceed with Registration.

line	Cancel Registration
Home Search Q User Guides and Links Apply Application Instructions • Today's Inspections Help	
Registration	
Step 1 of 3: Acknowledgement	
We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.	
	Home       Search Q       User Guides and Links       Apply       Application Instructions <ul> <li>Today's Inspections</li> <li>Help</li> </ul> Acknowledgement    Intly enhanced our security. Click on continue to validate your user information or create your profile with us.



8. Select "Email" from the drop down for Contact Preference and click "Next".

PLUS Onlin	ne						Cancel Registration
	Но	ne Search <b>Q</b> Us	er Guides and Links	Apply Application Instructions -	Today's Inspections	Help	
	Registration						
	Step 2 of 3: Personal Info						
						*REQUIRED	
		First Name	Jane				
		Middle Name					
		Last Name	Doe				
		Company					
		* Contact Preference	Email		~		
		* Email Address		regional and			
	Additional Contact Information		<u>b</u>				
			Back Ne	oxt			

9. Enter your address information and click "Submit".

PLUS Only Burylde Curry Public Land Das System	ine						Cancel Registration
	Hom Registration	e Search <b>Q</b> , User	Guides and Links Apply	Application Instructions -	Today's Inspections H	elp	
		* Address	4080 Lemon St			*REQUIRED	
		City	Apartment, suite, unit, floor	; (optional)			
		State Postal Code	CA 92501		~		
			Back Submit				

10. After clicking "Submit", you will be redirected to your PLUS Online Dashboard. Registration is now complete.

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	View My Permits							
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	My Plans							
	Attention	Pending	Active	Recent	Draft			
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