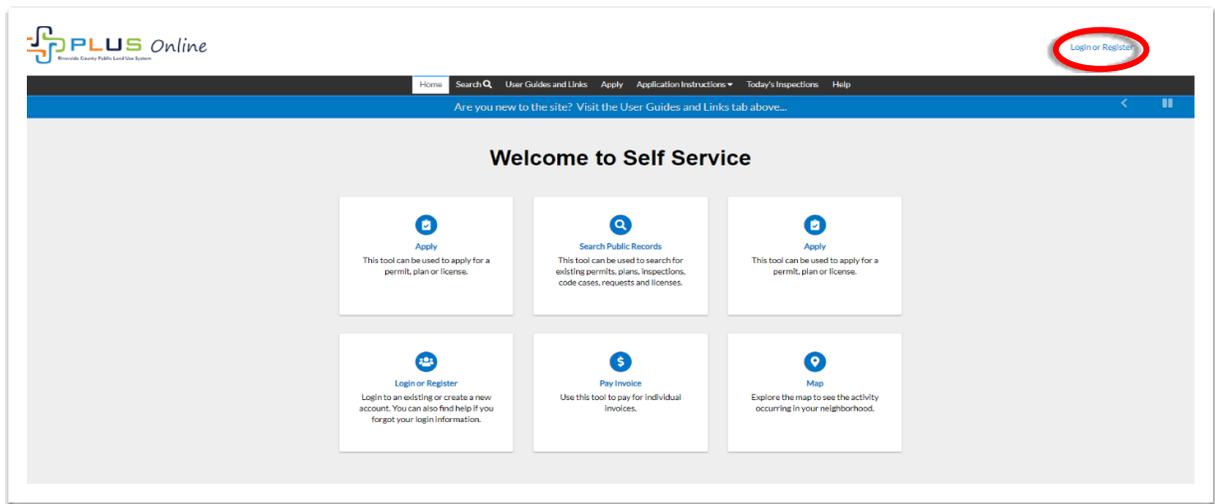


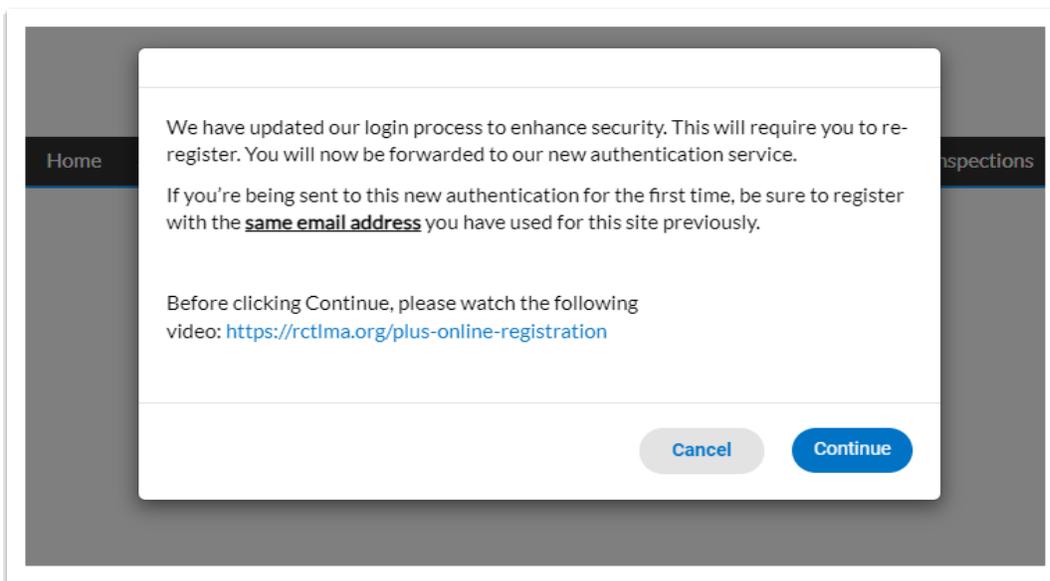
## How to Register?

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](https://rivcoplus.org/energov_prod/selfservice#/home)
2. Click the “Login or Register” button in the upper right hand corner.



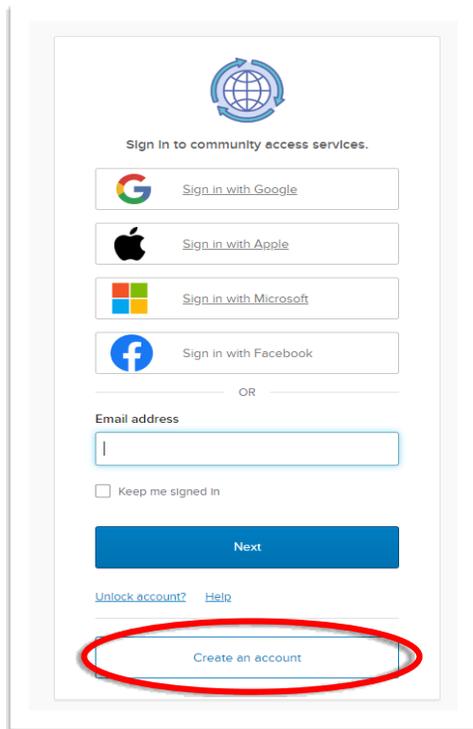
3. You will receive an alert that you are being redirected to the new registration site. READ THE MESSAGE and click “Continue”.



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 services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Keep me signed in

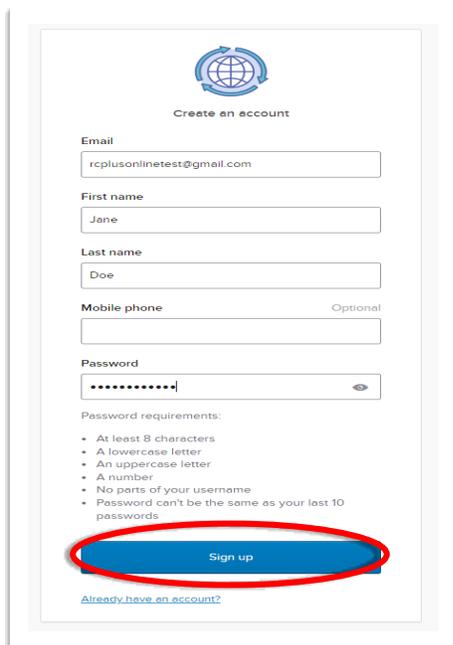
Next

[Unlock account?](#) [Help](#)

[Create an account](#)

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 account

Email

First name

Last name

Mobile phone Optional

Password

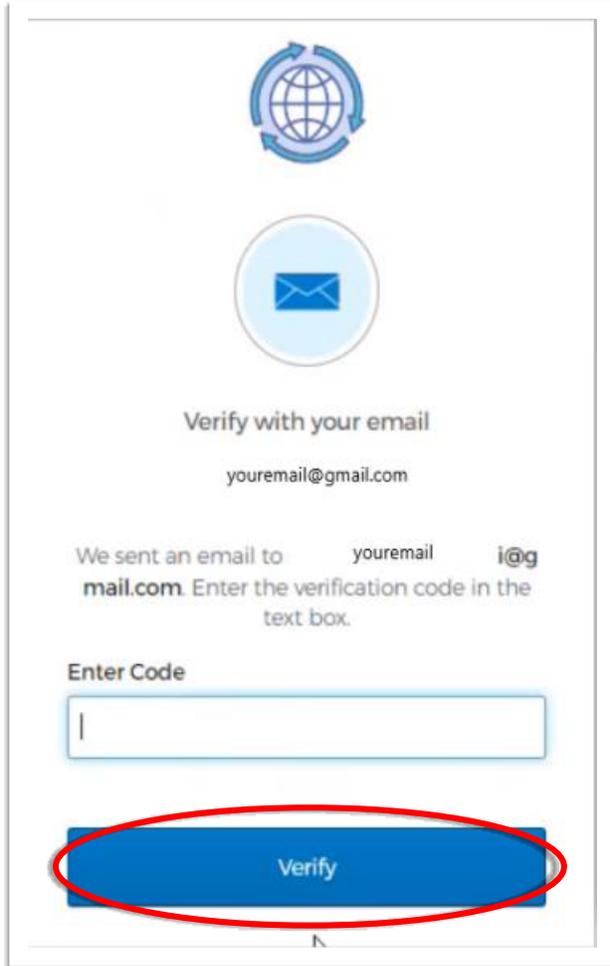
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Password can't be the same as your last 10 passwords

[Sign up](#)

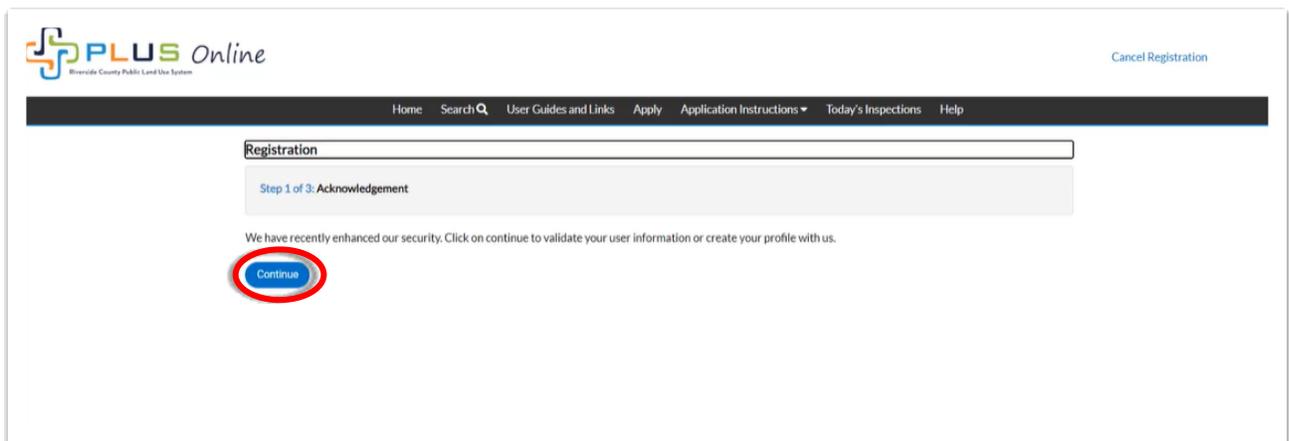
[Already have an account?](#)

- 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".



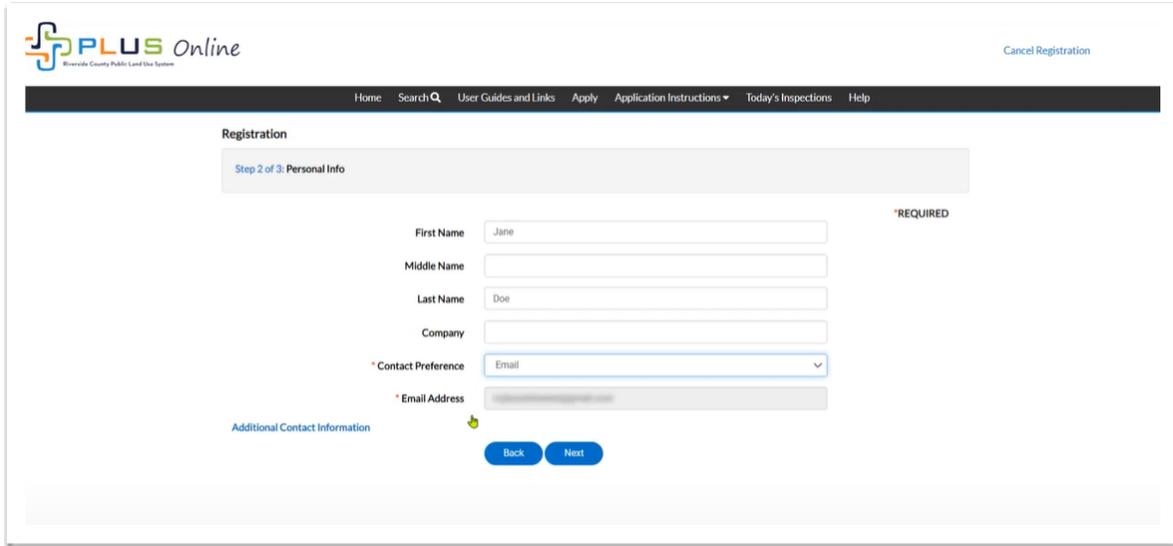
The image shows a verification screen with a globe icon and an email icon. The text reads: "Verify with your email", "youremail@gmail.com", "We sent an email to youremail i@g mail.com. Enter the verification code in the text box.", "Enter Code", and a text input field. A blue "Verify" button is circled in red.

- 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.



The image shows the PLUS Online registration page. The header includes the PLUS Online logo and navigation links: Home, Search, User Guides and Links, Apply, Application Instructions, Today's Inspections, Help, and Cancel Registration. The main content area shows "Registration" and "Step 1 of 3: Acknowledgement". A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." A blue "Continue" button is circled in red.

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



Registration  
Step 2 of 3: Personal Info

First Name  \*REQUIRED

Middle Name

Last Name

Company

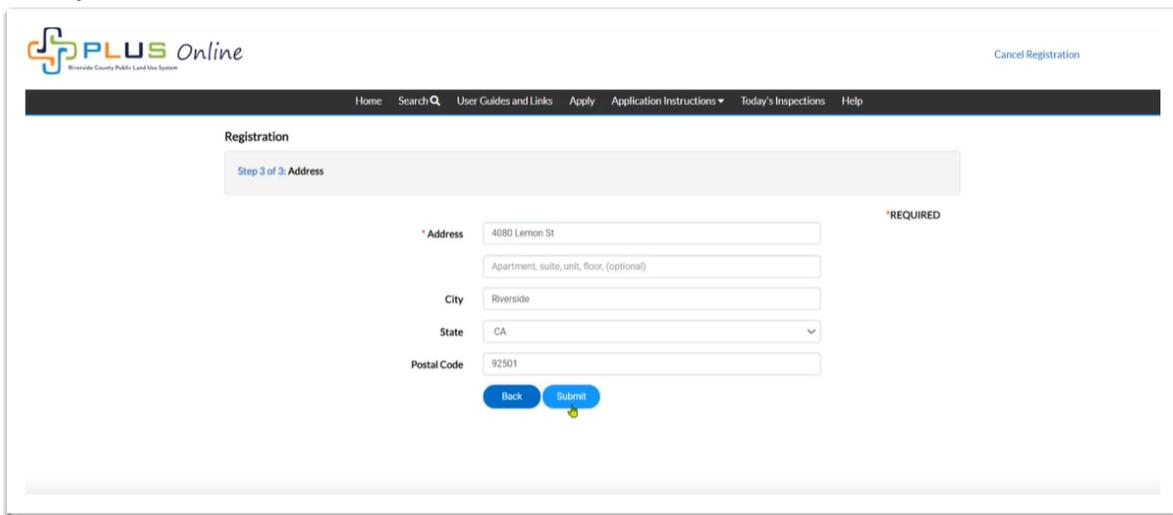
\* Contact Preference

\* Email Address

Additional Contact Information

[Back](#) [Next](#)

- Enter your address information and click "Submit".



Registration  
Step 3 of 3: Address

\* Address  \*REQUIRED

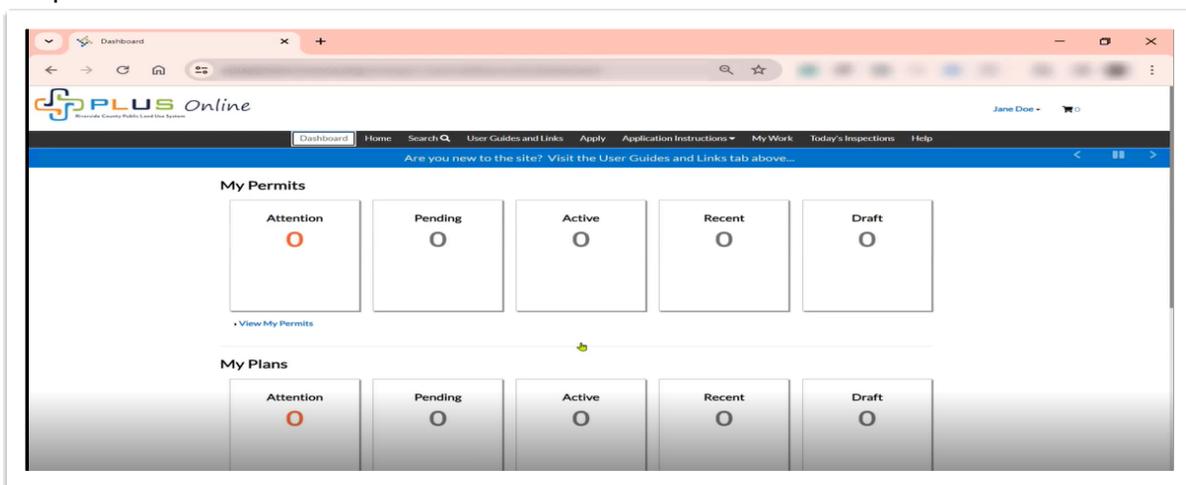
City

State

Postal Code

[Back](#) [Submit](#)

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



Dashboard

Are you new to the site? Visit the User Guides and Links tab above...

My Permits

Attention <span style="color: red;">0</span>	Pending <span style="color: gray;">0</span>	Active <span style="color: gray;">0</span>	Recent <span style="color: gray;">0</span>	Draft <span style="color: gray;">0</span>
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[View My Permits](#)

My Plans

Attention <span style="color: red;">0</span>	Pending <span style="color: gray;">0</span>	Active <span style="color: gray;">0</span>	Recent <span style="color: gray;">0</span>	Draft <span style="color: gray;">0</span>
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