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



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!"

			Non-Prod Environment
	ROC	Email Address * Password * Remember me Forgot Password? LOGN Don't have an account? Sign up!	
G			City of Rochester, NY

04 Fill out your contact information and set your password.

Fill out all of the fields with an asterix.

			Non-Prod Environment
	ONE STOP ROC	Email Address *	
G			City of Rochester, NY

05 Click "Register"

		Non-Prod Environment
	Email Address * compleemail@sharklasers.com First Name * Example Last Name * Manne Phone Number Cast Address Phone Number Manne Phone Number Cast Address Ressord * Ressord *	
G		City of Rochester, NY

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.

	✓ A verification link has been sent to your email address! Delivery may take up to 10 minutes.	Non-Prod Environment
	Please make sure to check your Spam/Junk folder.	
	Email Address *	
	First Name *	
	Last Name *	
	Phone Number	
	Phone Type	
	select V	
IIIs	Password *	
	Confirm Password *	
	REGISTER	
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G ^a		
		City of Rochester, NY
		City of Receiverent in

07 Click "< Back to Login"

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

	✓ A verification link has been su	ent to your email address!		Non-Prod Environment
	Please make sure to check your	spam/junk folder.		
		Email Address *		
		First Name *		
		Last Name *		
		Dhana Number		
		Dhana Tura		
		select		
11.				
a statistics fit and		Password *		
				THIN PROPERTY
		Confirm Password *		
		REGISTER		
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		< Back to Login	TAN N	
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G. and the second se				Par -
				City of Rochester, NY

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.

	1 My Account	
	Wy Homepage Submit New Application Lookup Record	
	Create a New Profile Fields with * are required.	
	Profile Information - Placeholder Email *	
	exampleemali@sharklasers.com Continue	
ġ;	OTC+FLOW, My Homepage Submit New Application Lookup Record Start Project	

11 Click "Continue"

		My Account
	Wy Homepage Submit New Application Lookup Record	
	Create a New Profile Fields with * are required.	
	Profile Information - Placeholder	
	exampleemail@sharklasefs.com	
9 :	or ^{TV-FLO} Ner My Homepage Submit New Application Lookup Record Start Project	

12 Enter your name

Choose the "First Name *" option

Changes in the profile were successful	ly applied			8
	Contact Information - Placeholder			
	Fields with " are Required Enroll as: Individual Ocorpany			
	Title	Address 1 *		
	First Name * Mi	Address 2		
	Last Name *	City *		\checkmark
		State / Province *	Postal / Zip Code *	
		Select V	Alternate Phone	
		() - (123)456-7890	() - (123)456-7890	
g .			Continue	

13 Enter your address and phone number

	exampleemail@sharklasers.com			
	Contact Information - Placeholder			
	Fields with * are Required Enroll as:			
	Individual Company			
	Title	Address 1 *		
	First Name * MI	Address 2		
	Last Name *	City *		
	Name	State / Province *	Postal / Zip Code *	
		Select 🗸		
		() - (123)456.7890	(
g.º			Continue	

14 Click "Continue"

	Contact Information - Placeholder				
	Fields with * are Required				
	Enroll as: Individual O Company				
	Title		Address 1 *		
	First Name *	мі	123 Street Road Address 2		
	Example		City *		
	Name		Rochester		
			State / Province *	Postal / Zip Code * 14604	
			Mobile Phone * (123)456-489	Alternate Phone	
			(123)456-7890	(123)456-7890	
g.º				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 success	fully applied My Homepage Su	ірпіт New Application Lookup Record		8
	Create a New Profile			
	Fields with * are required.			
	Profile Information - Placeholder 🖌 Edit		0	
	Email exampleemail@sharklasers.com			
	Contact Information - Placeholder 🖌 Edit		0	
	Name Example Name	Mobile Phone (123)456-489		
	Address 123 Street Road Rochester, NY 14604	Alternate Phone		
g .				

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.

				L My Account
My Ho	mepage Submit New Application Loo	kup Record		
Welcome, EXAMPLE!		My Profile	MY FEES	0
Address 123 Street Road Rochester, NY 14604	Contact (123)456-489 exampleemail@sharklasers.com		Total Amount Due \$0.00	
			Make Payment	
			<u>Go to my fees</u> <u>Go to my payment history</u>	
My Projects				
Filter 🛩 🚺 <u>Clear All</u>				
There are an projects to display here				