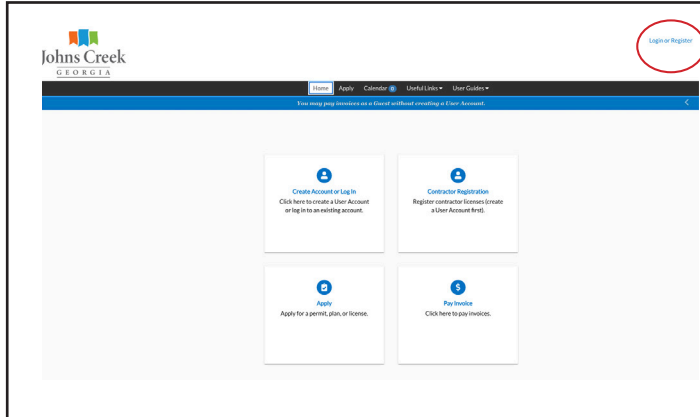


# Customer Self-Service (CSS) Portal Contractor Registration

## 1 Let's Get Started

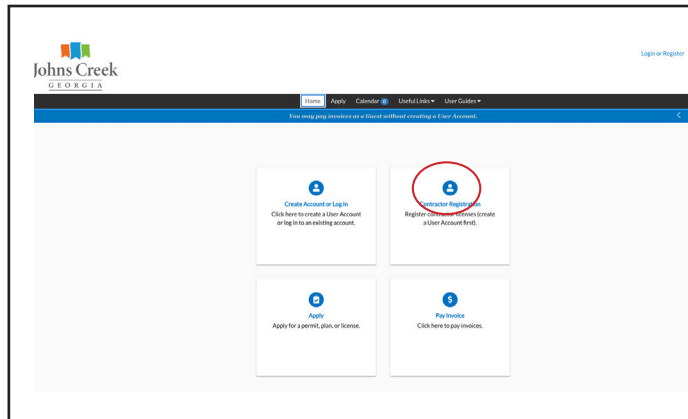
Go to [www.JohnsCreekGA.gov/CSS](http://www.JohnsCreekGA.gov/CSS) to access the CSS portal.

## 2 Register for/Log into CSS



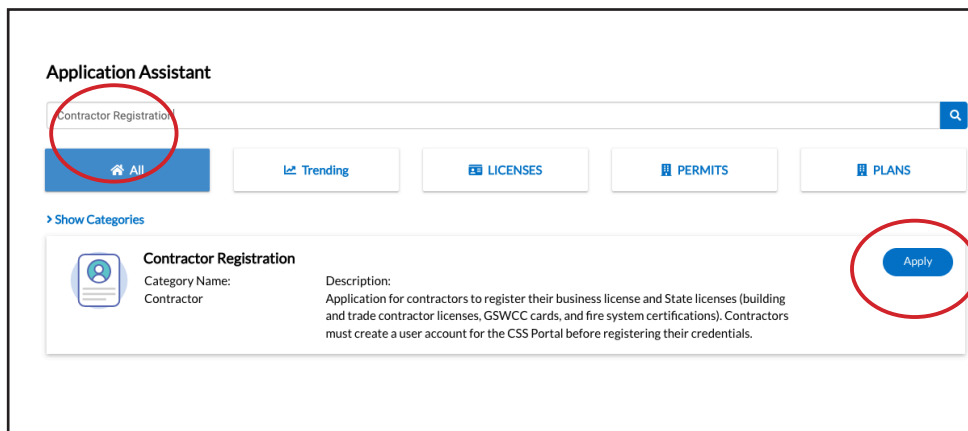
- Create your CSS Portal User Account.
- Once you've created your account, log into the portal.

## 3 Registration



- Click Contractor Registration.

## 4 Application



**Application Assistant**

Contractor Registration

All Trending LICENSES PERMITS PLANS

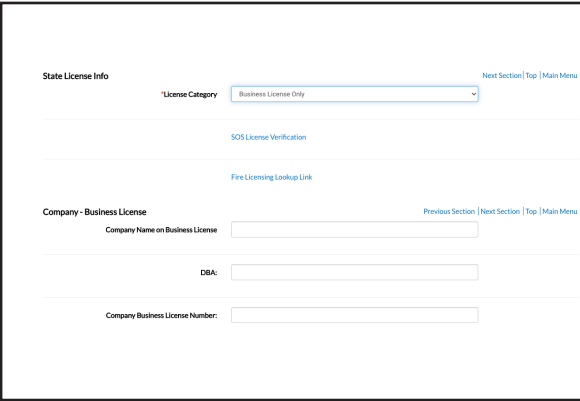
Show Categories

**Contractor Registration**  
Category Name: Contractor  
Description: Application for contractors to register their business license and State licenses (building and trade contractor licenses, GSWCC cards, and fire system certifications). Contractors must create a user account for the CSS Portal before registering their credentials.

Apply

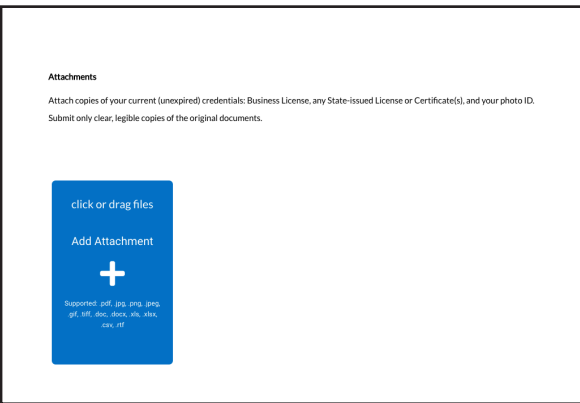
- Type the words Contractor Registration in the search box. Click the blue **Apply** button.

## 5 Registration Details



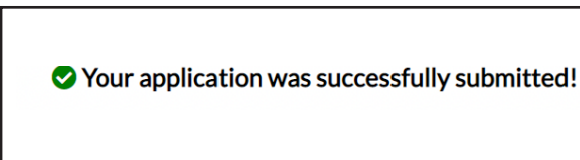
- Enter the same email address you used for your CSS Portal user account.
- Enter your phone number, business address (if not located in Johns Creek, please enter the address manually), and license details (enter name exactly as they appear on the license)

## 6 Upload Credentials



- Upload your credentials (business license, any state-issued license or certificate(s), and photo ID.

## 7 Sign & Submit



- Sign the application. Click Submit. You will receive a confirmation message.

## Additional Information

The Contractor Registration is valid until a credential expires. It's your responsibility to update your registration as needed.

View our Useful Links for more information. City staff can provide assistance with the CSS Portal at our CSS kiosks inside the City Hall lobby, 11360 Lakefield Drive. Questions or technical issues? Please call 678-512-3200.