

## Rental Registration Payment Instructions

If you have already submitted paperwork as part of the Single Family Rental Registration Program and need to make a payment, you may now register to use our online portal. Instructions are listed as well as pictured for you below.

If you have any additional questions or concerns, please feel free to reach out to us.

Thank you,

Cedar Hill Code Enforcement

1. Go to the City of Cedar Hill Single Family Rental Registration Homepage.  
([www.cedarhilltx.com/sfrr](http://www.cedarhilltx.com/sfrr))
2. Mid page (right above the Fees box), you will see a blue link with **EnerGov Customer Self Service Website**. Click on that link, or copy and paste this link:

<https://cedarhilltx-energovpub.tylerhost.net/Apps/SelfService#/login?redirectUrl=%2Fdashboard>

3. Choose the box that says **Login or Register**- You will be directed to another page and select **Register**.
4. Your email will be your username- complete the registration instructions and questions to finish getting set up.
5. Once you are registered, you will be able to login and pay any open invoices.

**\*The following pages include step-by-step images on registering once you've gone to the EnerGov Customer Self Service Website.**

The [EnerGov Customer Self Service Website](#) link will bring you to this page. If this is your first time to register, select Login or Register below.

**CEEDAR HILL**  
HERE OPPORTUNITIES GROW NATURALLY

Good Afternoon, [Guest](#)

Home Apply Map Help Report Search Calendar

Welcome to Cedar Hill

### Welcome to Self Service

- Custom**
- Search Public Records**  
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**  
This tool can be used to apply for a permit, plan or license.
- Login or Register**  
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**  
Use this tool to pay for individual invoices.
- Map**  
Explore the map to see the activity occurring in your neighborhood.

From this next page, select Register.

**CEEDAR HILL**  
HERE OPPORTUNITIES GROW NATURALLY

Good Afternoon, [Guest](#)

Home Apply Map Help Report Search Calendar

### Log In

\* Email Address

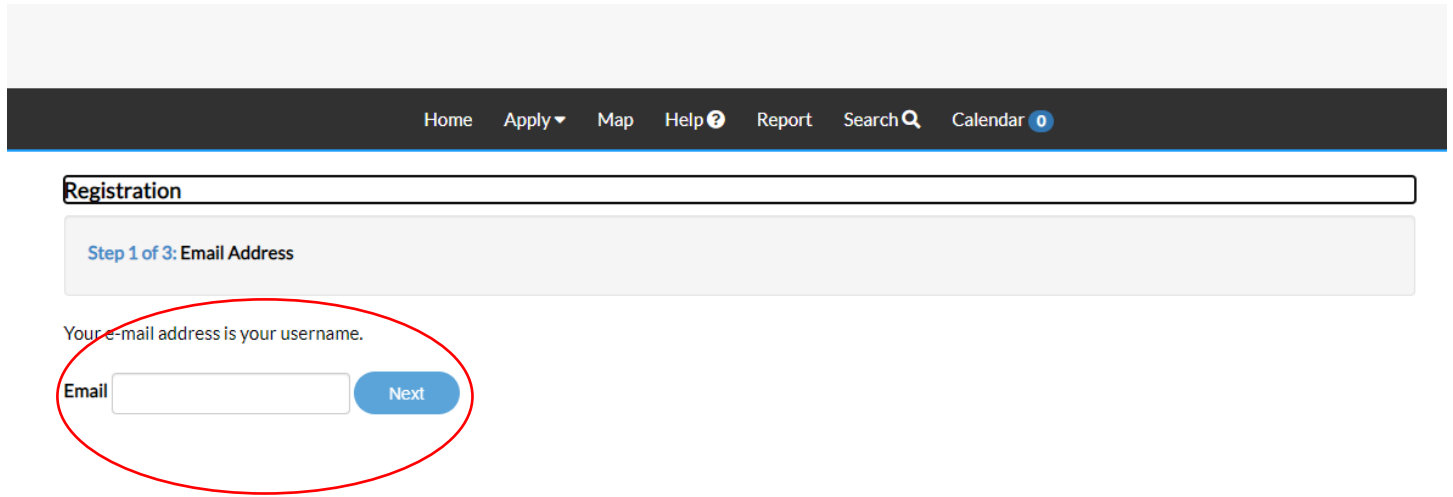
\* Password

Remember Me

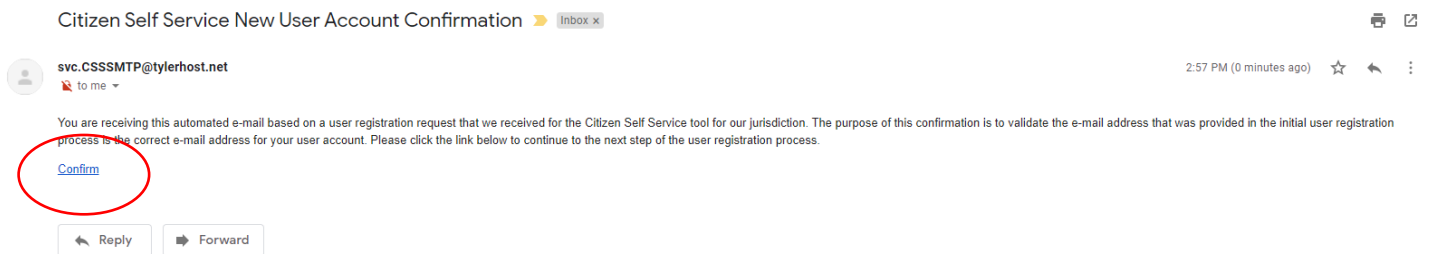
[Log In](#) [Register](#)

[Forgot your password?](#)  
[Switch jurisdiction?](#)

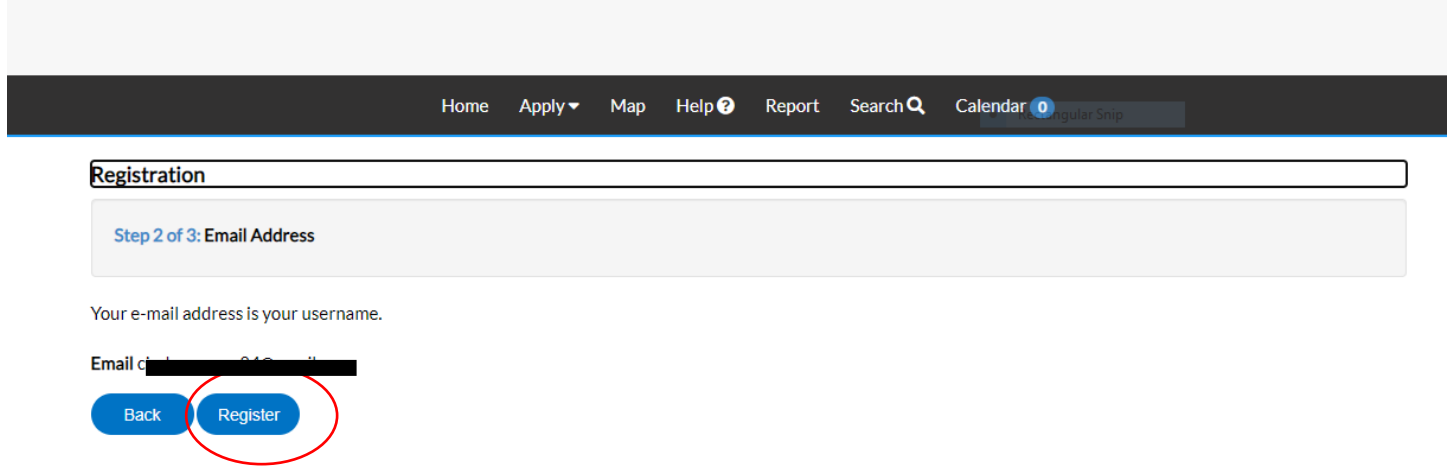
Please use the main email address that will be used for registering your properties. (Only one email can be used for all properties)



Check your email inbox for a message from **Citizen Self Service New User Account** (as seen below). There will be a blue link to confirm your account. Please select Confirm.



Once you have selected Confirm, it will bring you to this next page that states that your email address is your username. From here, select Register



Please complete filling in your information as much as possible. When complete, click the box next to 'I'm not a Robot' and then select Submit.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

\*REQUIRED

\* First Name [Redacted]

Middle Name [Redacted]

\* Last Name [Redacted]

Company [Redacted]

Business Phone [Redacted]

Home Phone [Redacted]

Mobile Phone [Redacted]

Fax [Redacted]

Other Phone 214.541.2347

\* Email Address cindyguzman84@gmail.com

\* Contact Preference Mobile Phone

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

\* Password [Redacted]

Strong

\* Confirm Password [Redacted]

ADDRESS

Country Type [Redacted] us

Enter Address [Redacted] ion

\* Street Number [Redacted]

\* Street Name [Redacted] Dr

\* City [Redacted]

State TX

\* Postal Code 76065

County [Redacted]

Unit or Suite [Redacted]

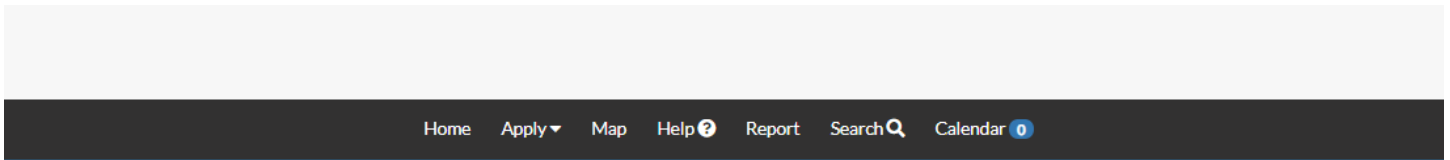
\* Address Type Billing

I'm not a robot

RECAPTCHA

Back Submit

You will receive a message that you are registered.

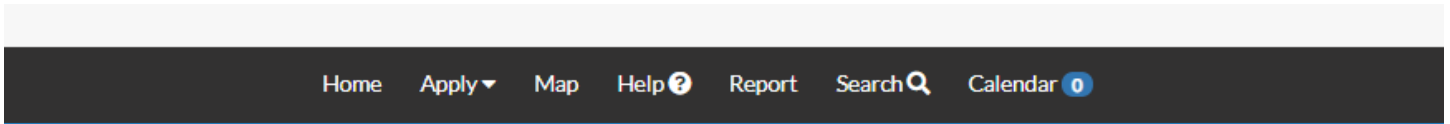


Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.



You are now able to login using your email address.

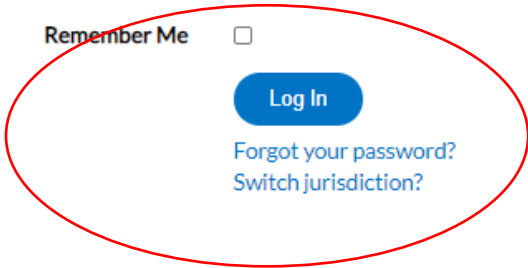


### Log In

\* Email Address

\* Password

Remember Me



Log In

Register

[Forgot your password?](#)  
[Switch jurisdiction?](#)

Once you have logged in, you will be in the portal where you can pay invoices and receive updates on any submissions or projects you may have. **\*To see and pay your Invoices, go to your Dashboard and then scroll down to My Invoices as shown below.**

If for any reason, you have problems or questions about this online portal, please feel free to reach out to us at 972.291.5100 ext. 1111 or 1090. Thank You!

The screenshot shows a web portal dashboard. At the top is a navigation menu with the following items: Dashboard (circled in red), Home, Apply, View, Map, Pay Invoice, Help, Report, Search, and Calendar. Below the navigation menu is a blue banner that says "Welcome to Cedar Hill".

The dashboard is divided into four main sections:

- My Permits:** A grid of five cards representing permit statuses: Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). Below the grid is a link: [View My Permits](#).
- My Plans:** A grid of five cards representing plan statuses: Attention (0), Pending (0), Active (0), Draft (0), and Recent (0). Below the grid is a link: [View My Plans](#).
- My Inspections:** A grid of three cards representing inspection statuses: Requested (0), Scheduled (0), and Closed (0). Below the grid is a link: [View My Inspections](#).
- My Invoices:** A table showing invoice summary information, circled in red. The table has three rows: Current (0) with a value of \$0.00 and an "Add To Cart" button; Past Due (0) with a value of \$0.00 and an "Add To Cart" button; and Total (0) with a value of \$0.00 and an "Add To Cart" button. Below the table is a link: [View My Invoices](#).