How to Register on CAP

EnerGov – 9.8.2: Client Access Portal

OVERVIEW

This document will guide you through the process of registering for an account on the Citizen Access Portal (ePortal).

HOW TO REGISTER

1. Access the citizen access portal (CAP) for the jurisdiction at http://tobthinergov.domain1.townofbluffton.com/CitizenAccess/Site/Public/Main

2. Click the Register option located at the bottom-right corner of the banner.

3. On the New Registration page, enter user details and address information. Required fields are indicated by a red asterisk (*).
4. Exit the application.
5. Your request will be approved within 24 hours and you can then log in.