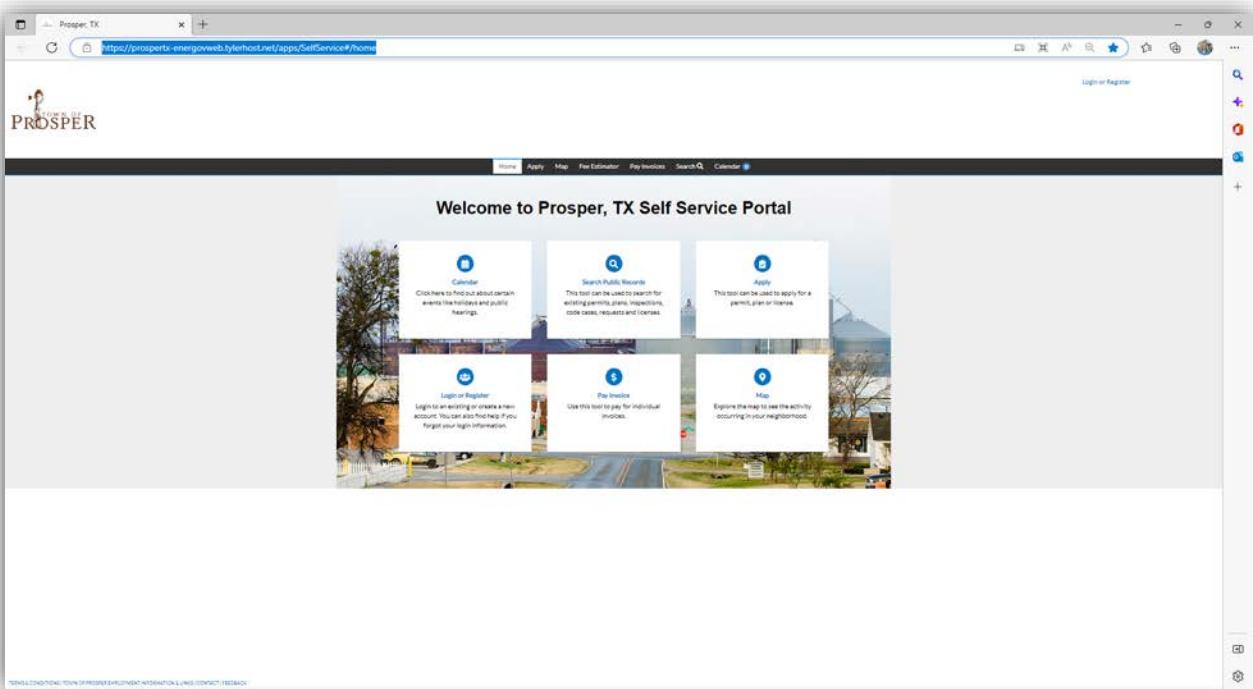


Creating User Accounts

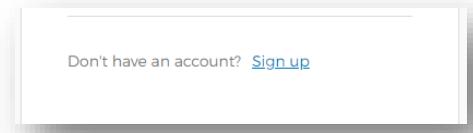
Prosper Self Service Portal



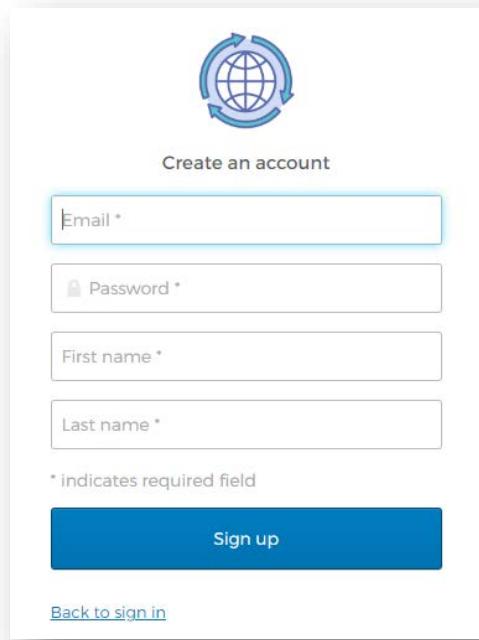
1. Navigate to the Prosper Self Service Portal through the Town of Prosper website. Select Business on the top ribbon of the home page, select “Developing In Prosper”, followed by “Apply Online” and finally the Energov tile. This will open the portal for all online applications.



2. To create a new account select “Sign Up” at the bottom of the login screen.

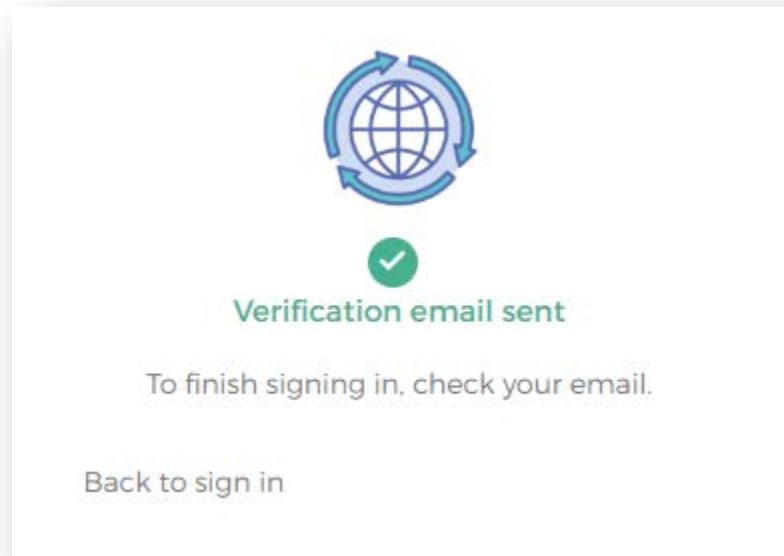


3. Create an account by entering your preferred email, establishing a password and including your first and last name.

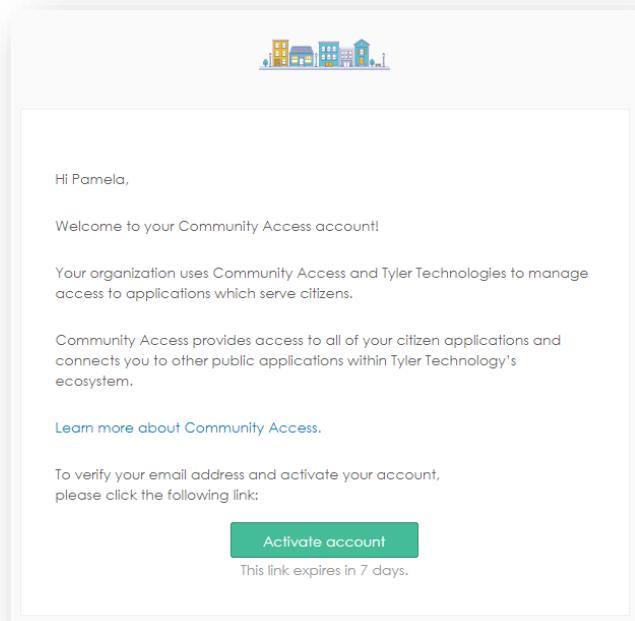


The image shows a 'Create an account' form. At the top is a globe icon with a blue circular arrow around it. Below it is the text 'Create an account'. There are four input fields: 'Email *' with a placeholder '@', 'Password *' with a lock icon, 'First name *', and 'Last name *'. Below the fields is a note: '* indicates required field'. A large blue 'Sign up' button is at the bottom. At the very bottom is a link 'Back to sign in'.

4. A Confirmation email will be sent to the preferred email address to confirm creating of the user account.



5. Select activate account from the confirmation email to complete the process and access your online account.



6. Return to the login screen and use the newly created credentials to access your online account.

