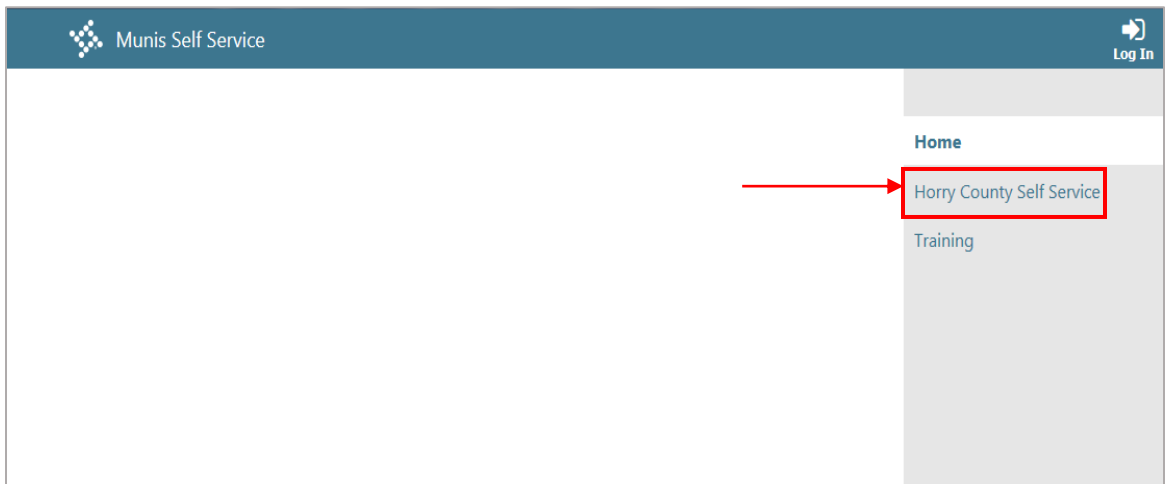
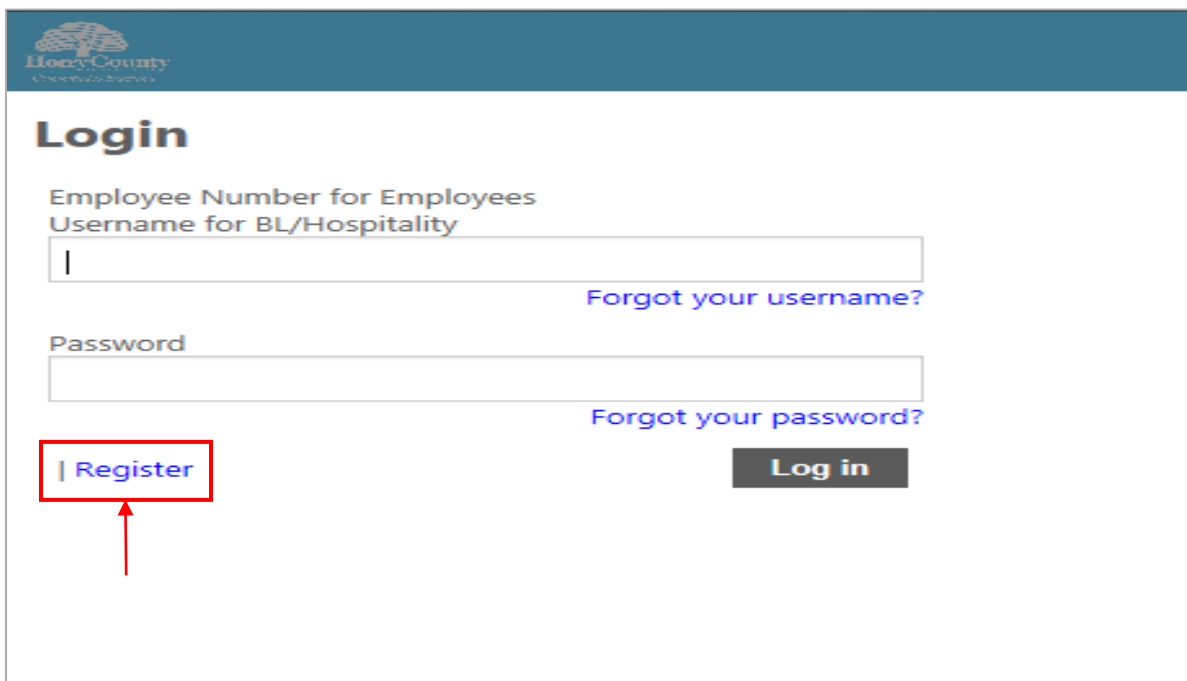


How to Create a Horry County Citizen Self Service Account

- Go to the Horry County Citizen Self Service Website and click on the Citizen Self Service link on the right side of the screen.



- Click on the Register link to start creating the account.



- Fill out all fields. Some fields have criteria beside them, which must be followed.

The screenshot shows the 'Self-Registration' form on the Horry County website. The form includes the following fields and instructions:

- *User ID** (between 1 and 20 characters)
- *Re-type user ID**
- *Password** (between 8 and 15 characters)
- *Re-type password**
- *Password hint**
- *Email address**

Below the fields, there is a CAPTCHA instruction: "Enter these validation numbers into the box below them" with a box containing the numbers "7875". A "Save" button is located at the bottom of the form.

- Once an account has been successfully created the Account Settings Page will be displayed. To associate a Business License/Hospitality Account(s) to your account, click on the link to account, hyperlink.

The screenshot shows the 'Account Settings' page on the Horry County website. The page has a header "Horry County Self Service" on the right side. The main content area contains several horizontal lines representing a list of modules. Below the list, there is a text instruction: "remove" will appear below. Click a module's". A red box highlights the text "link to account" with a red arrow pointing to it from the right.

- The information needed here (Account ID and Owner's CID) should have been mailed to you. If you do not have this information, please reach out to our Business License/Hospitality department by using the information below or by clicking on the Contact Us link on this page.

Phone: 843-915-5620

Email: BLHospitality@horrycounty.org



The screenshot shows a web form titled "Business License/Hospitality Account Link Setup" within the "Munis Self Service" interface. The form contains two required input fields: "What is the account ID of this business? *" and "What is the owner's CID? *". Below the fields are "Submit" and "Cancel" buttons. A legend indicates that the asterisk (*) denotes a required field. The Horry County logo is visible in the top left corner of the page header.

- You have now successfully created a Horry County Self Service account and linked a business to your account.
- Click on the Go To Module Homepage to view bill(s), pay bill(s), and enter filings.