



Horry County Citizen Self-Service Instructions to Register for Access

*With the addition of enhanced security protocols, Citizen users are asked to re-register to gain access to their business account(s). This is a simple procedure and will sync to your business account(s) **as long as you use the same email that you had previously registered.***

Getting Started!

Enter through our Business License and Hospitality page <https://www.horrycounty.org/Online-Services/BusinessLicenseOnlineFiling> to be redirected to: <https://service.horrycounty.org/css/>

LOG IN

1. Select LOG IN on the top right corner to access sign-on options.
2. Choose the option "Sign up".

Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

3. Create an account.

Create an account

Citizen@horrycounty.org

✓ At least 8 character(s)

✓ At least 1 number(s)

✓ At least 1 lowercase letter(s)

✓ At least 1 uppercase letter(s)

✓ Does not contain part of username

Joe

Citizen

* indicates required field

Sign up

[Back to sign in](#)

4. A verification email will be sent from Community Access Identity <noreply@identity.tylerportico.com>
5. When you receive the verification email, click on “Activate account”.
6. Once activated, you will be directed to the User Profile page within Tyler Portico.
7. Navigate back to the registration page and click Back to “Sign in”.
8. Log in with your new account.

Additional Information!

Once you have logged in successfully, you will be able to link your self-service account to your newly created profile.

*NOTE: If you choose to sign in with one of the Community Access Services (Google, Apple, Microsoft or Facebook) you must always use that option to log in. You will also not have the option to be change your password because you are authenticating through the Community Access Service and using that service’s login information.