1: Access Citizen Self Service at <u>https://selfservice.auburnalabama.org/css/</u> and log in using the link in the top right corner.

For Vendor Self Service, use <u>https://selfservice.auburnalabama.org/vss/</u>.

Input your email address in the email address field, and click "Next."

2: On the next screen, click the option for "Forgot password?"

3: On the following screen, click the button labeled "Send me an email."







4: On the next screen, input the verification code from the email* you received in the Enter Code box, and click "Verify."

*If you did not receive an email with a code, check your spam folder.



5: On the following screen, create a password for your account following the listed requirements, and click "Reset your password." You will then be directed to your account.

