1. Open a compatible web browser and navigate to
   https://cityworks.beaumonttexas.gov/OnlineApplications/
   a. Microsoft Edge
   b. Google Chrome
   c. Mozilla Firefox
2. Select Sign Up

3. Enter in your information you want to use for your login credentials and your contact information.

4. If your registration is successful you will receive the following screen.
5. Please check your email for the account verification email.
   a. Click on the link provided in the email to verify your email address.
   b. Please note that the activation email expires after 2 days.

6. You will be directed to the login page.
   a. Log in with your credentials that you created in step 3.