



Citizen Self Service Portal How to Print Your License

1. Access the Citizen Self Service Portal (CSS) by visiting https://land.charlescountymd.gov/EnerGov_Prod/SelfService#/home.
2. Login to your account or create a new account if you do not have one.
3. Directions on how to register for an account are provided.

The screenshot shows the top navigation bar with links: Home, Directions & Forms, Apply, Map, Contact Us & Help, Fees & Charges, and Search. A blue banner below the navigation bar contains the text: "If you live within the Town of Indian Head or Town of La Plata please do not apply for any permits. Please contact the appropriate Town Hall. Thank you." The main content area is titled "Welcome to Charles County's Self Service Portal" and features six service tiles. Two yellow arrows with numbers 2 and 3 point to the "Login or Register" and "How to Register with CSS" tiles, respectively.

- How to Register with CSS**: Click here for instructions on how to register with the Citizen Self Service Portal.
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Apply**: This tool can be used to apply for a permit, plan or license.
- Pay Invoice**: Click here to see list of invoices.
- Charles County Planning and Growth Management PGM**
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

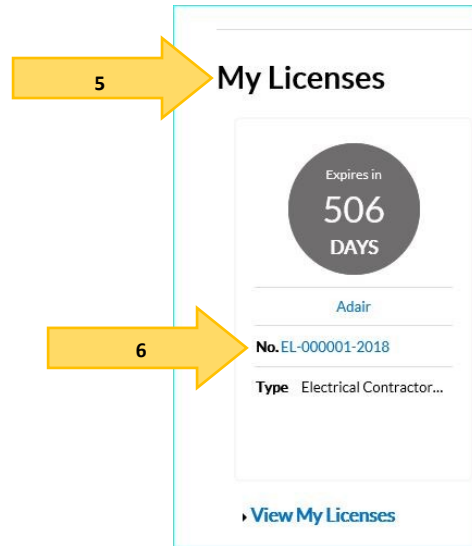
4. Once you have logged in, go to your Dashboard

The screenshot shows the top navigation bar with links: Home, View, Dashboard, Directions & Forms, Apply, Map, Contact Us & Help, Fees & Charges, and Search. A blue banner below the navigation bar contains the text: "within the Town of Indian Head or Town of La Plata please do not apply for any permits. Please contact the appropriate Town Hall. Thank you." The main content area is titled "Welcome to Charles County's Self Service Portal" and features three service tiles. A yellow arrow with the number 4 points to the "Dashboard" link in the navigation bar.

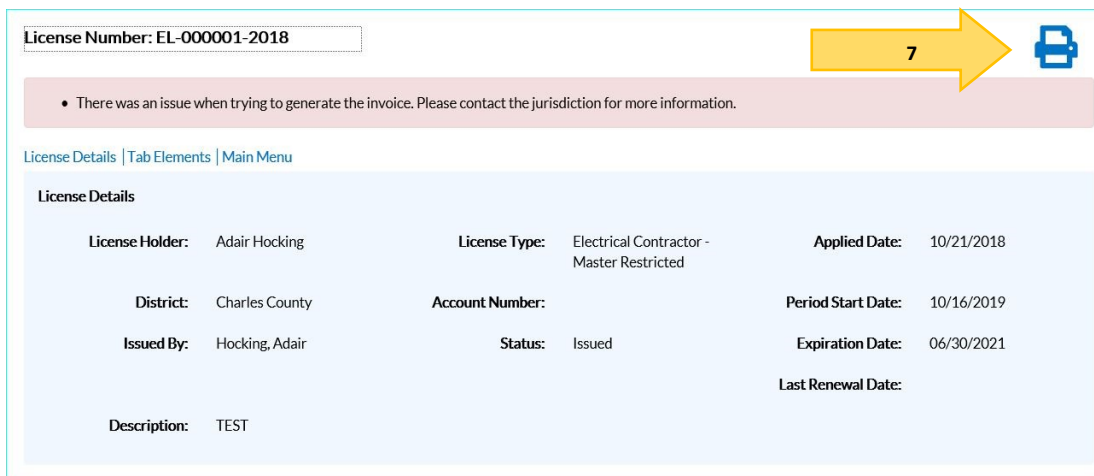
- How to Register with CSS**: Click here for instructions on how to register with the Citizen Self Service Portal.
- My Account**: Click here to access your account information.
- Apply**: This tool can be used to apply for a permit, plan or license.

5. Scroll down to My Licenses.

6. Click on your license number



7. On the next screen click the printer icon.



8. Your license will open in a new window to be printed

If you do not have access to a printer please contact our office for assistance.