



Registering and logging in

Creating a new account

Visit portlavaca.org > Departments > Public Works > Citizen Portal.

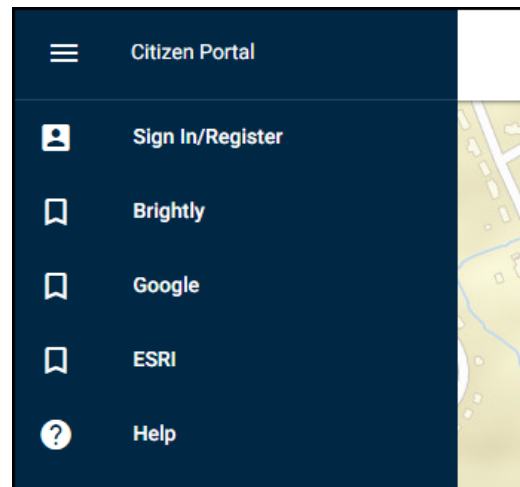
Click the blue Citizen Portal button. This will open a new web page which is the Citizen Portal work order system.

Citizen Portal >

The Citizen Portal is a work order request system that allows residents to report the following:

- Custodial
- Landscaping
- Water Leak
- Sewer Backup
- Water Tap
- Sewer Tap
- Pothole
- Dress up (utility)
- Dress up (street)
- Curb Repair
- Sidewalk Repair

- Click **Sign In/Register** in the navigation menu located on the left.
- Enter your **Email** address. **Note: Your email address will be your login name.*
- Enter a **Password** and confirm it.
- Enter your **First Name** and your **Last Name**.
- Click the **Submit** button. **Note: After registering, you will receive an email asking you to activate your account. You must click the link in the email before you are able to sign in with your new credentials.*



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