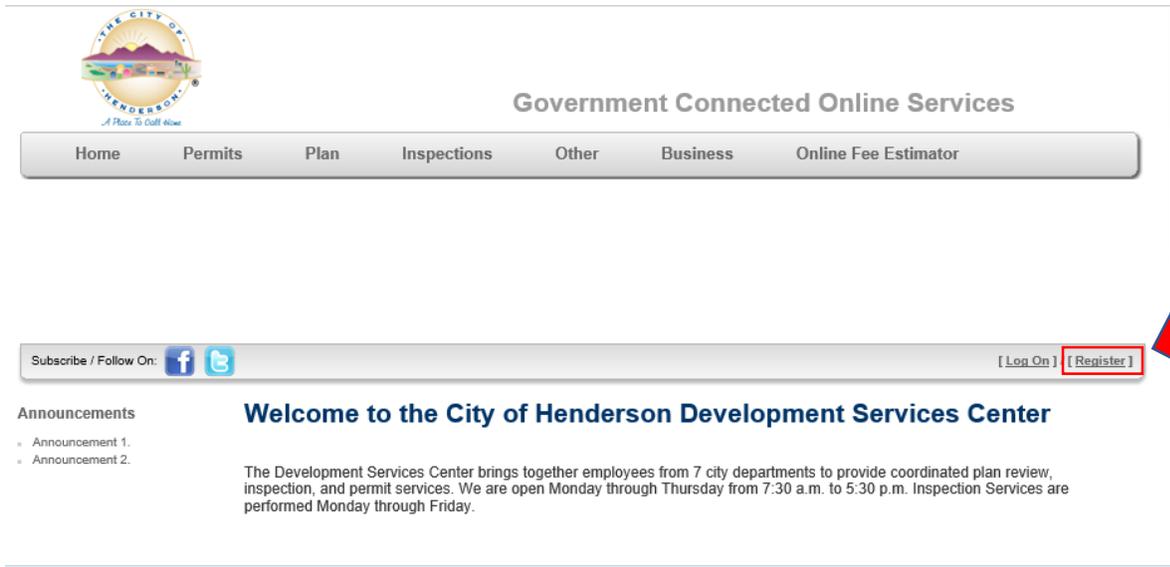


Step 1 - Go to the website – <https://dsconline.cityofhenderson.com>

Step 2 – Click on the Register button.



Step 3 – Fill out the New User Registration, then click **submit**.

TIP: Fill out all the required fields* (red asterisk), type your Business Name or dba in Company box, put street number and street name in separate fields.

New User Registration

User Details

First Name	<input type="text" value="John"/>	Email	<input type="text" value="JohnExample@Sample.com"/>
Middle Name	<input type="text"/>	Confirm Email	<input type="text" value="JohnExample@Sample.com"/>
Last Name	<input type="text" value="Example"/>	Password	<input type="password" value="*****"/>
Company	<input type="text" value="Sample Company"/>	Confirm Password	<input type="password" value="*****"/>
Reg Phone	<input type="text" value="702-555-5555"/>	Contact Preference	<input type="text" value="Email"/>

BTW!  Be sure your phone number is correct so we can contact you!

Address Fields

Street Number	<input type="text" value="240"/>	City	<input type="text" value="Henderson"/>
Street Name	<input type="text" value="Water"/>	State	<input type="text" value="NV"/>
Suite/Unit	<input type="text"/>	Zip Code	<input type="text" value="89015"/>
Street Type	<input type="text" value="ST"/>	County	<input type="text"/>
Address Type	<input type="text" value="Mailing"/>		

Account requests are accepted 24 hours a day, but are processed during standard business hours, Monday through Thursday, excluding holidays. Please allow 2 business days for your request to be confirmed.