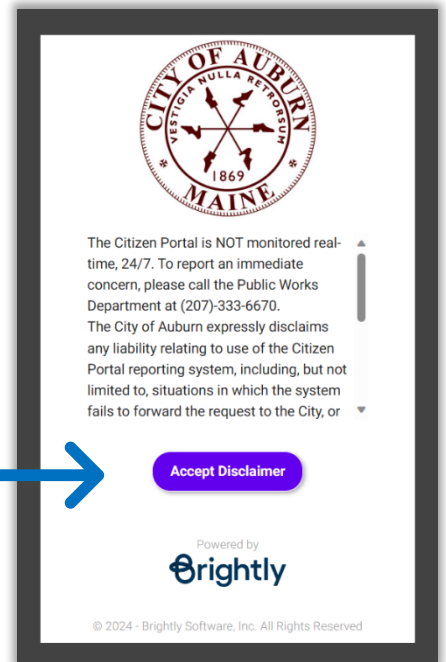
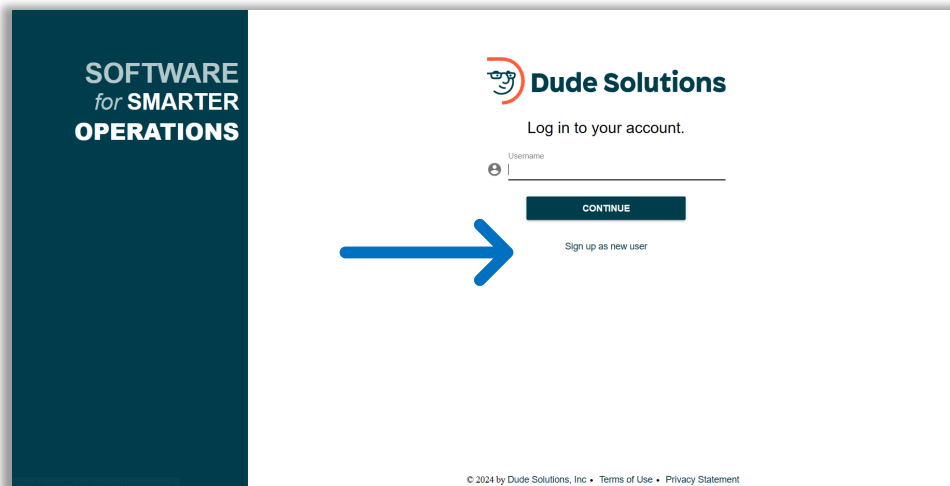


SETUP A CITIZEN PORTAL USER ACCOUNT

1. Visit <https://citizenportal.dudesolutions.com/AuburnME>
2. Read the disclaimer and click "Accept Disclaimer."

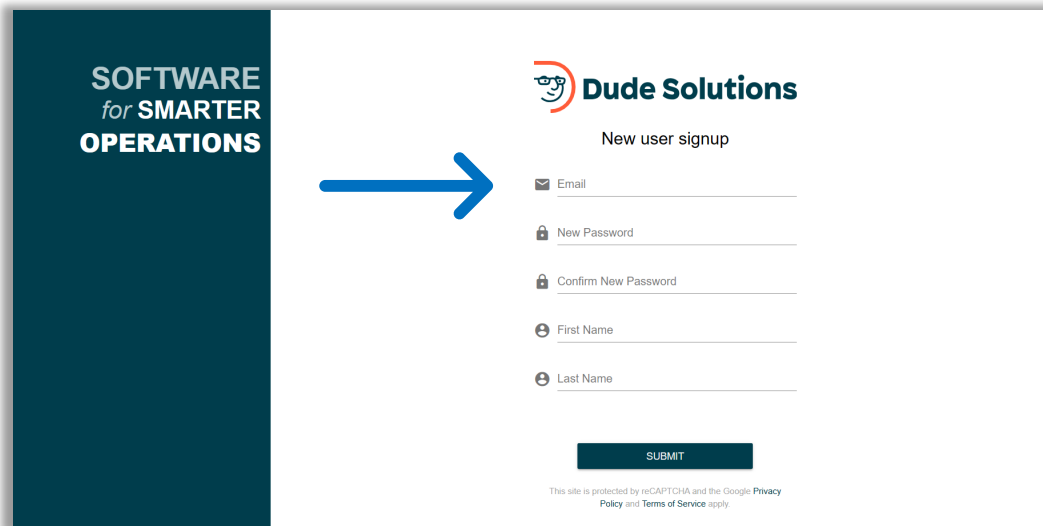


3. Click "Sign up as new user."



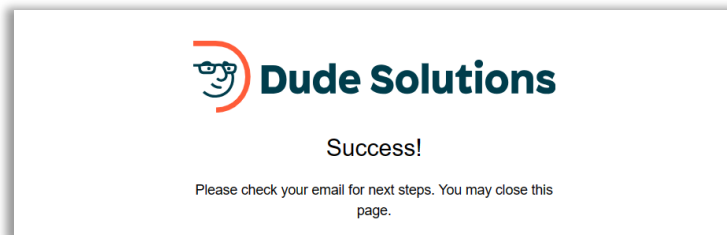
4. Fill out the following fields:

- Email
- Password – Be sure to use 8 or more characters and 1 number symbol (e.g. 123!@#)
- Confirm New Password
- First Name
- Last Name
- Click “Submit”

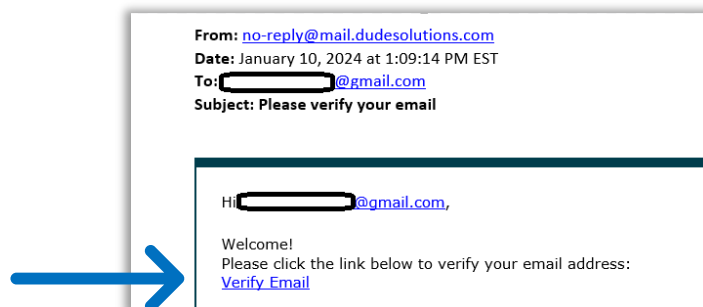


The screenshot shows a web page for 'Dude Solutions' with the tagline 'SOFTWARE for SMARTER OPERATIONS'. On the right, there is a 'New user signup' form with the following fields: Email, New Password, Confirm New Password, First Name, and Last Name. A blue arrow points to the 'Email' field. Below the form is a 'SUBMIT' button. At the bottom, there is a small disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'

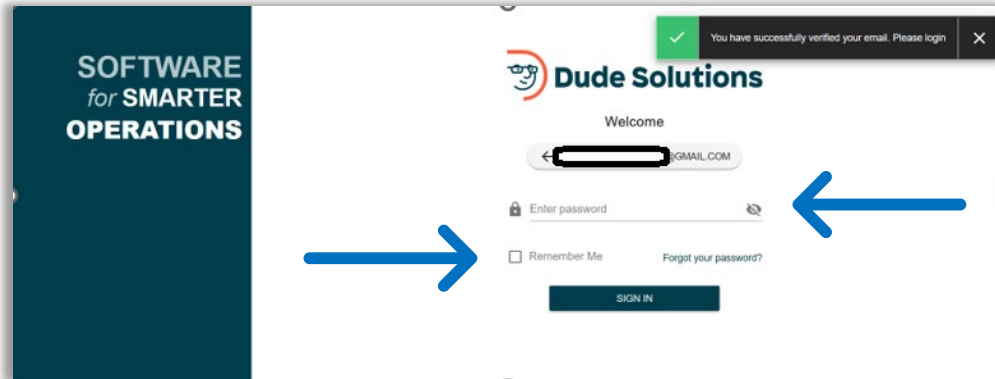
5. Success! Close the web browser and check your email. You will receive an email from “no-reply@mail.dudesolutions.com.”



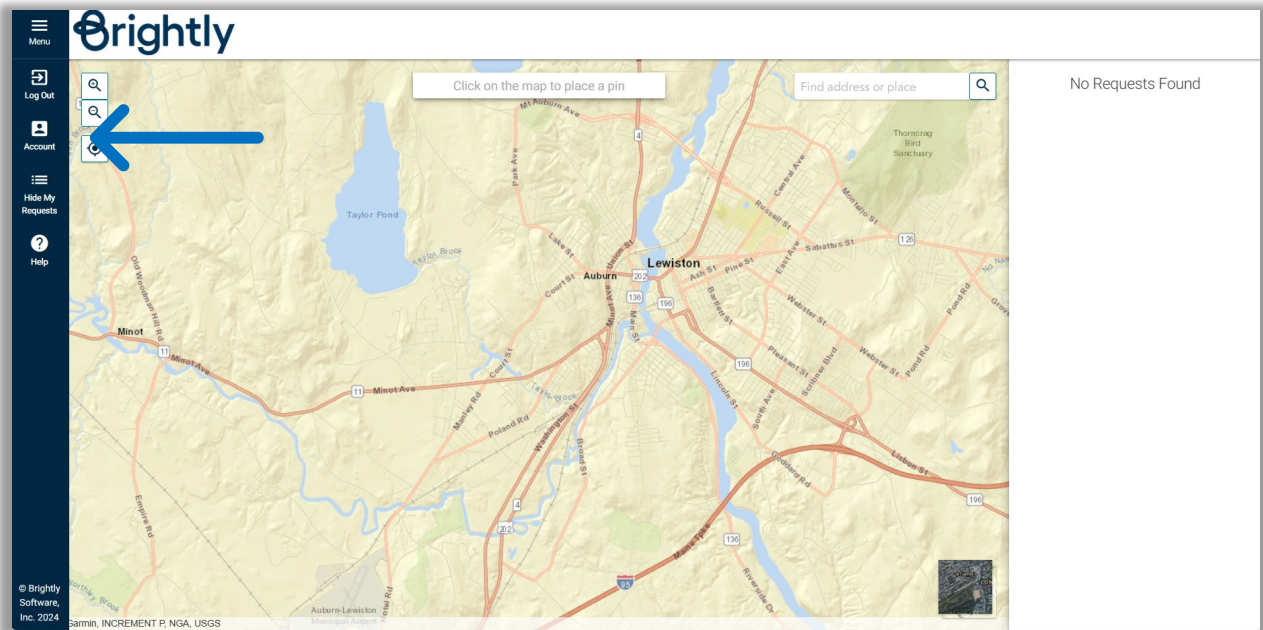
6. Open the email and click the link “Verify Email.”



7. Log into your account by entering your password. Select "Remember Me" to be remembered on the device you are on. Click "SIGN IN."



8. Click on Account (Left hand side)



9. Enter a phone number. We will need this information in order to contact you about your requests. Click "Update."

