One Stop Shop

REGISTRATION GUIDE

GILBERT
ARIZONA

STEP 1

Visit onestopshop.gilbertaz.gov

On the Home Page Screen, click on either the **SIGN UP** button, or **GUEST** and select **REGISTER** from the drop down menu.
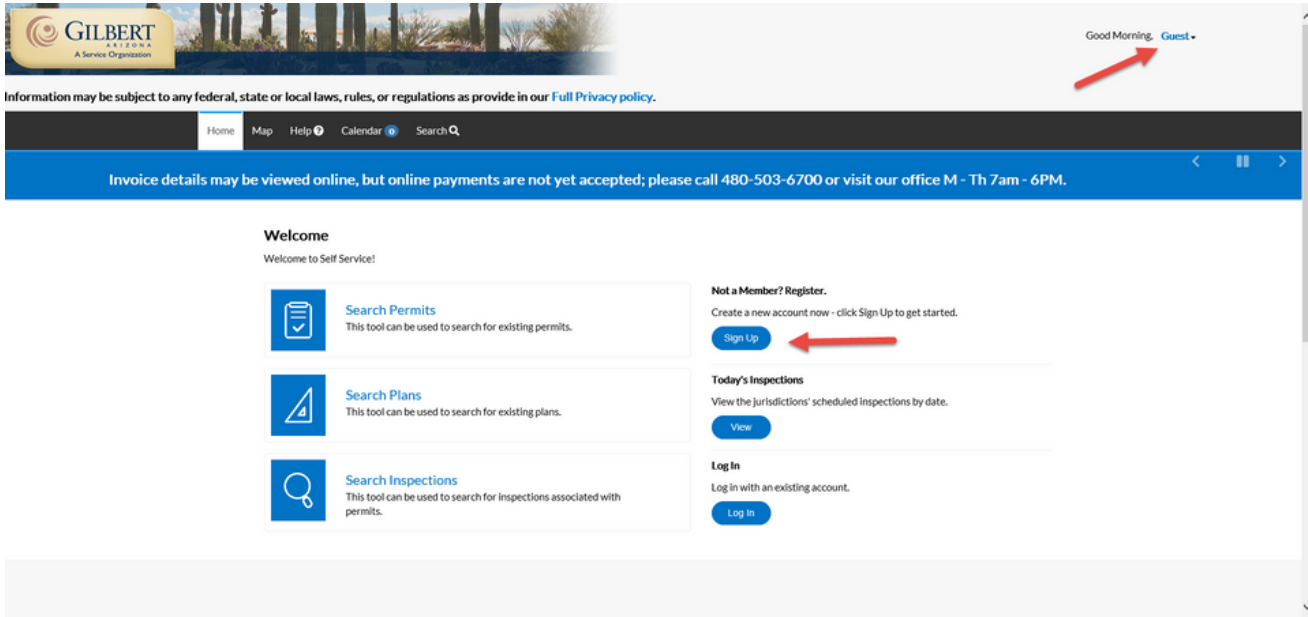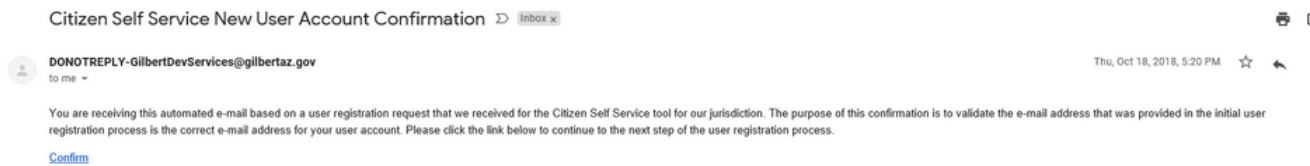


Enter your **EMAIL ADDRESS**

Select **NEXT.**

An email will be sent to your inbox to verify you entered the correct email. (Note: if email not received, check your junk/spam folder).

STEP 2

Open the email from GilbertDevServices and select **CONFIRM.**

Citizen Self Service New User Account Confirmation ⟫ Inbox ×

DONOTREPLY-GilbertDevServices@gilbertaz.gov
to me

Thu, Oct 18, 2018, 5:20 PM

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

This will open a new window with your email displayed. If your email is already registered in the system, you will be asked the question **IS THIS YOU?**

Is this you?

Tracey Asher
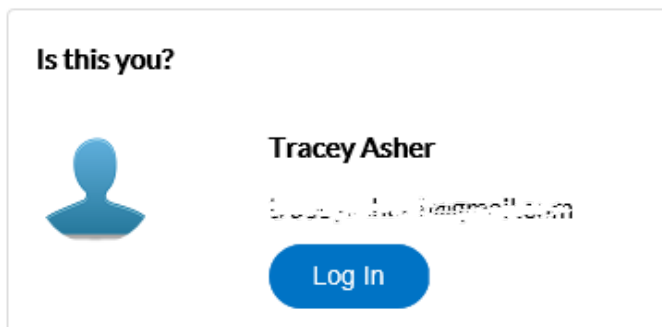
Log In

If yes, select **LOG IN** to proceed with verifying your contact information is still accurate. Updates can be made at this time to correct any of your contact information. You will also be asked to create and confirm a password.

If you have not yet created an account, then you will select **REGISTER.**

Enter your personal information. *The red asterisk * indicates a required field.*

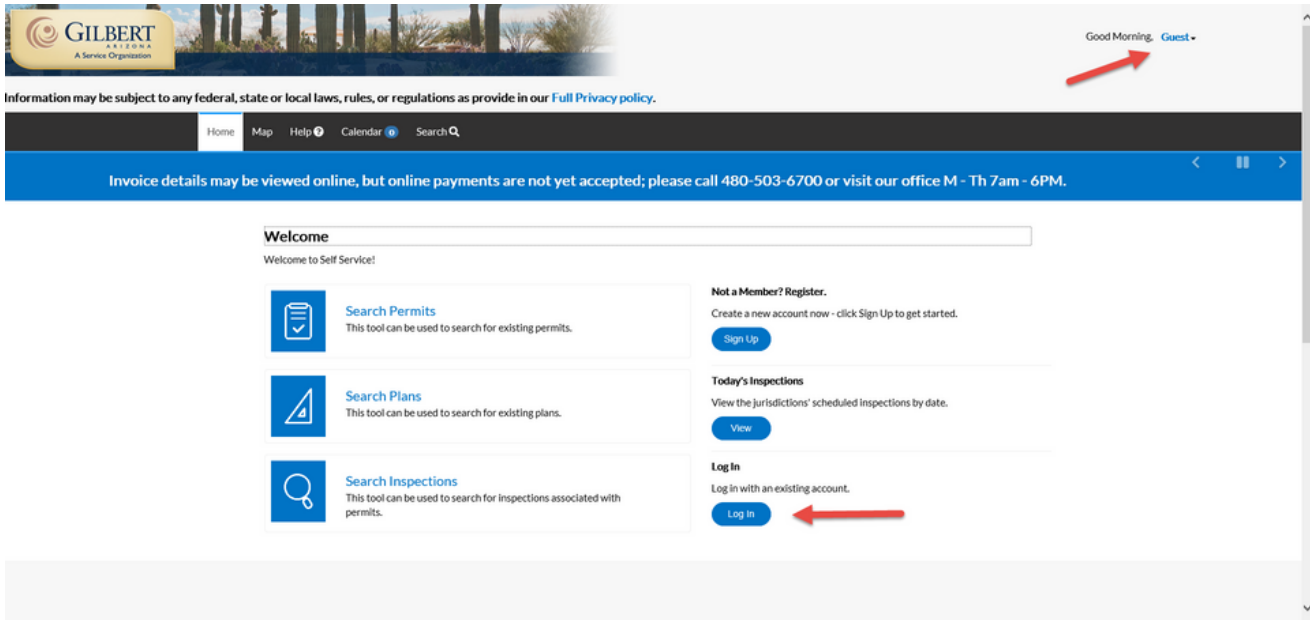Make sure to change the contact preference to **EMAIL.**

When all information is filled out, click **SUBMIT**. Your account information will be forwarded to a staff member for screening which may take up to *one business day*.

STEP 1

Visit onestopshop.gilbertaz.gov

To login to a registered account, click **LOGIN** or **GUEST** and **LOGIN** from the drop down menu.

STEP 2

Enter your **EMAIL ADDRESS and PASSWORD** to login.

HOW TO LOGOUT FROM ONE STOP SHOP

To logout, click on your name and **LOGOUT**.