CSS Location Verification Process

Please note that the address used for your business cannot be a P.O. Box or UPS Store/Mailbox location. The address used should be the physical location of the business. You will be able to add an additional mailing address later in the application process.

Once you are logged into your CSS account, please use the link below to begin the verification process:

https://css.forsythco.com/EnerGov_Prod/SelfService#/home

1. Click on Apply in the black bar, then click on Plans.
2. Choose Business Location Verification (Commercial or Residential) based on the physical location of the business- Click Apply
3. Click on the blue tile to search for the address.
4. Type the address (without suite number) in the box provided, then click the search icon- once the address appears, click on the box with the address then click Add.
5. Click Next (bottom right)
6. Enter the full business activity description in the Description box, then click Next.
7. The next screen should show you as a contact - if not, add contact - choose Applicant in the dropdown – search by the email you used to create the CSS account – add the contact – Click Next
8. More Info: Please fill out all boxes/questions that apply to your business, then click Next.
9. Attachments - Click Next to skip the step **(ATTACHMENTS ARE NOT REQUIRED)**
10. Type your name, click Enable Type Signature, type your name into the box, then click Next.
11. Review your information. If all is correct, click on Submit (bottom right). If you need to make any changes, you will need to click on the Back button (bottom left) until you get to the screen you need to change.
12. The BLV decision letter will be emailed to you within 7-10 business days.
13. Once you receive the BLV decision letter that states you pay apply for your Business License, you may submit your completed application by mail or in person at the office.

You may log into your CSS portal at any time to check the progress of your review.