Citizen Corps Council Registration Tutorial

National Office of Citizen Corps
Starting the Registration Process

- Go to [www.citizencorps.gov](http://www.citizencorps.gov).
- Under the *Citizen Corps Councils* tab, click *Register a Council*. 
Citizen Corps Council Profile

- Provide Council name, country, and state.
- Next, provide jurisdiction by county, local, or tribal.
Jurisdiction

- Once a jurisdiction type is selected, available service areas will appear on the bottom left side of the screen.
- Click on the available counties assigned to your Council and click the over arrow to assign them as the area your Council serves.
Overlapping Councils

- The system will identify local Councils that overlap with your Council’s jurisdiction; State Coordinators may provide further direction as to whether or not Councils within a given state are permitted to overlap with one another.
- Please note that the registration system allows only one County Council per county.
- The State Coordinator has the authority to approve and deny Councils.
Provide your Contact Information

- Next, provide contact information for the primary Council point of contact, including a working U.S. phone number and e-mail address. The Council contact is usually the person registering the Council and periodically updating the Council’s Profile within the CitizenCorps.gov Portal.

- A Council’s Profile page will become publicly available after the Council is approved by the State Coordinator.
Establish New User Password

- Once you have provided accurate contact information and clicked Next, you will be prompted to establish a new user password.
- After clicking next, you will have successfully created a user account on the Citizen Corps Website.
- You will now be able to log in and out of the system. Please remember your password for future access.
At this point, you must fill out contact information for the Citizen Corps Council.

If the contact information and address for the Council is the same as the information provided in the previous section then click the *Populate From Contact Info* button.
You may prefer to enter your organization’s e-mail instead of the personal contact information previously provided.

Additionally, if you are providing a website, it must be in proper format such as http://www.website.gov
Note that at the top of the screen are seven tabs.

A red tab indicates that the section needs to be updated; once completed, the tab will turn blue.

While blue tabs meet the requirements to submit the certification, you can revise or enhance the required information by clicking on them.

The **Summary** tab is grayed out. Once all other areas are populated, you will be able to access the **Summary** tab. *The **Submit** button will be found in the **Summary** tab.*
Your Council must be sponsored by a local government official in your Council’s jurisdiction.

Provide contact information for the local official in the appropriate sections.

You may close the registration window at any time and your information will be saved and accessible the next time you log in.
The **Public Info tab** lists a series of questions that ask for information about your Council. Once your registration is submitted and approved, this information will be publicly viewable on your Council’s Profile Page.
The *Additional Info* section includes more detailed questions that will not be publicly viewable on your Council Profile page or the Citizen Corps website. Your State Coordinator and FEMA Regional and National users will have access but not the ability to change what you’ve submitted.

This information will be used to gather a better understanding of what support Councils need to be successful in their communities.
The Point of Contact and Jurisdictions tabs have already been completed. If you would like to revise them, you may do so by clicking on the appropriate tab.
Summary Tab

- Click the **Summary** tab when you are ready to submit your registration.

- You may go back to each tab to review the information you have provided.

- When ready to submit your registration, click the **Submit For Approval** button.
Once you have pressed the Submit For Approval button, a confirmation will appear showing that your submission has been received and forwarded to the state approval authority.

You will receive an e-mail with this information to confirm that you have successfully submitted your application.

Additionally, after review, you will receive an e-mail notification from the state approval authority on whether your Council has been approved.

If you do not receive a response in a timely fashion, contact your state Council or state approval authority.