
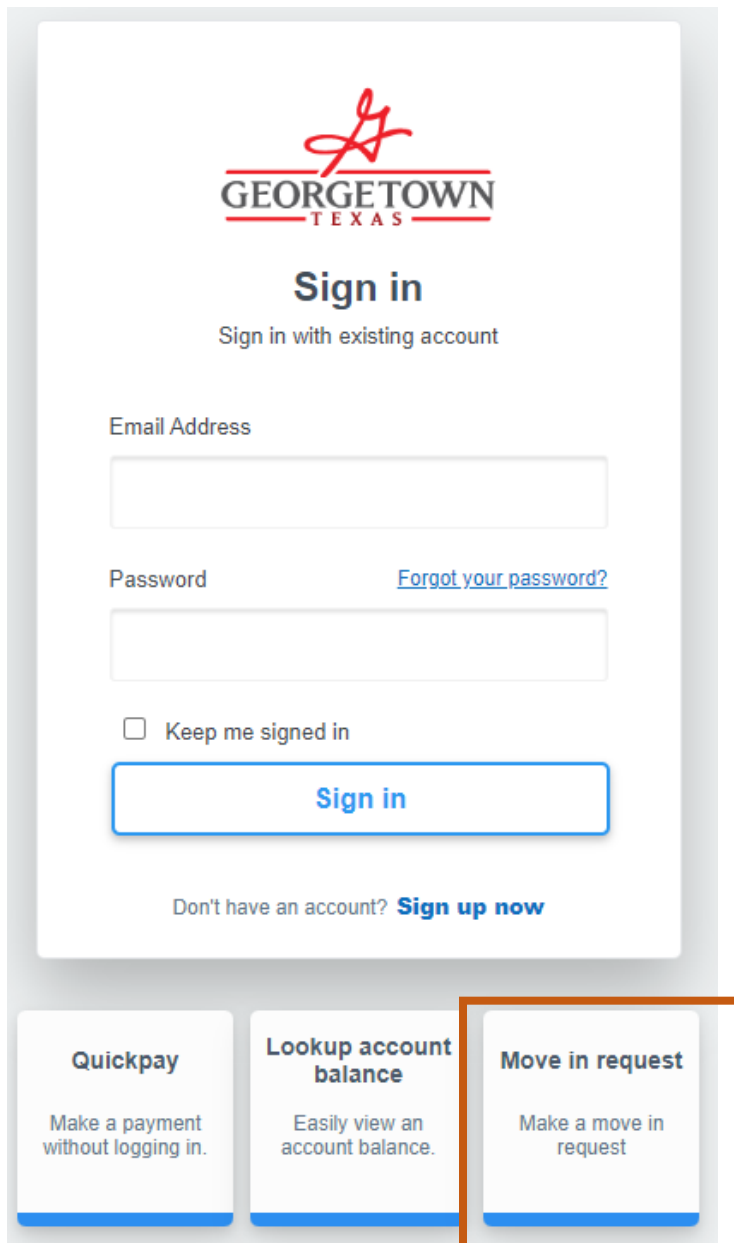


CUSTOMER CARE -COMMERCIAL MOVES HOW TO CREATE A UTILITY BILLING ACCOUNT AND UPLOAD REQUIRED DOCUMENTS



To request a Move In

- Visit gus.georgetown.org
- Click 
- **Once you have applied for and received your Certificate of Occupancy or Temporary Power Authorization, you will navigate to css.georgetown.org**



Sign in
Sign in with existing account

Email Address

Password [Forgot your password?](#)

Keep me signed in

Sign in

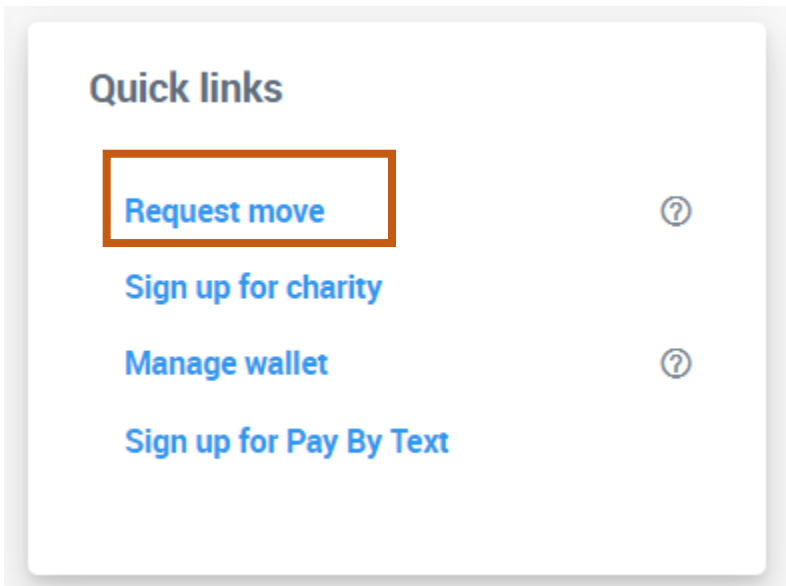
Don't have an account? [Sign up now](#)

Quickpay
Make a payment without logging in.

Lookup account balance
Easily view an account balance.

Move in request
Make a move in request

- Fill out the application and attach your Certificate of Occupancy or Temporary Power certificate.
- If you already have a CSS portal account, then log in and click on



- There you can request a **Move Out** or a **Move In**. All Commercial Move In's will require either a Certificate of Occupancy or a Temporary Power Authorization supplied by the Permitting Department.
 - All Move Out's are required to be done through the CSS portal.
 - Any Move In Requests without the attachment will not be eligible for processing.