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
➢ 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

Quick links

- Request move
- Sign up for charity
- Manage wallet
- Sign up for Pay By Text

➢ 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.