

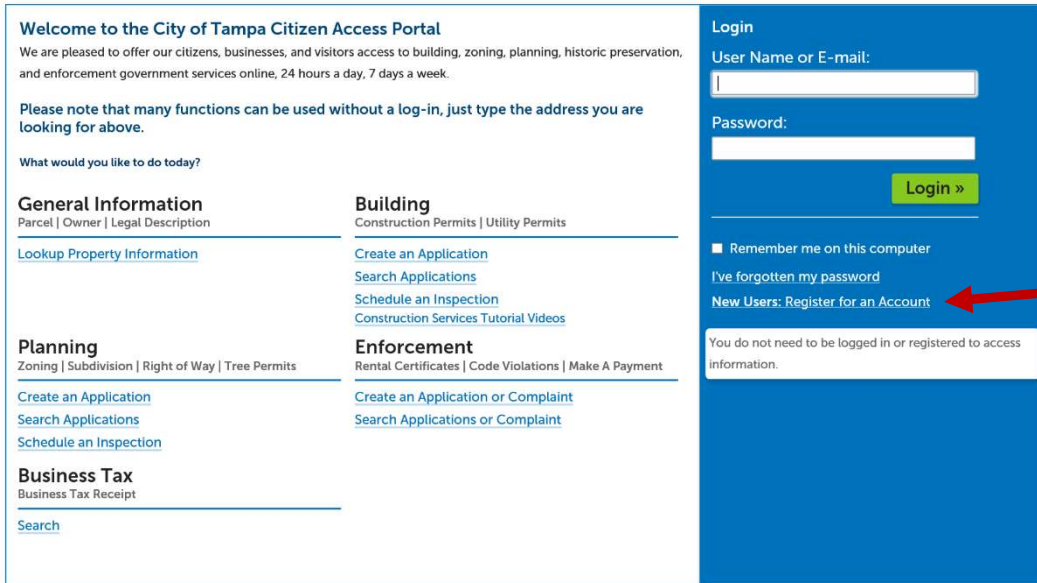


# Accela Guide Create an Accela Account

Updated 05.19.22

THE FOLLOWING STEPS WILL GUIDE YOU IN CREATING AN ACCELA ACCOUNT:

1. Visit the Accela permitting portal at <https://aca.tampagov.net>.
2. On the Home screen, click on New Users: Register for an Account.



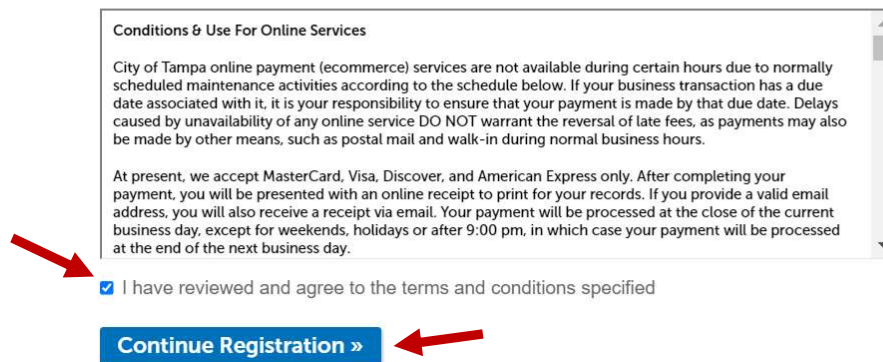
3. Read and accept the Conditions & Use for Online Services.
4. Click on Continue Registration.

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.



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5. Complete the registration fields.
6. Click on Add New to incorporate your contact information into the profile.
7. Once complete, click on Continue Registration.

**Account Registration Step 2:**  
**Enter/Confirm Your Account Information**

\* indicates a required field.

**Login Information**

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\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

**Contact Information**

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Choose how to fill in your contact information.

**Add New**

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**Continue Registration »**

8. Once steps 1-7 have been completed, the registration process is complete.
  - a. You will receive an email confirming registration.
  - b. Accela will automatically redirect you to the home page so you can use your credentials to log into your newly created account.

### UNABLE TO ACCESS YOUR ACCOUNT?

If you are unable to access an existing account due to company staffing changes, forgotten passwords, or locked accounts, please contact our office as soon as possible at (813) 274-3100, Option 1 or email us at [CSDHelp@tampagov.net](mailto:CSDHelp@tampagov.net).

**Please avoid creating new accounts under the same name, as this can cause issues for existing and future applications for permits.**