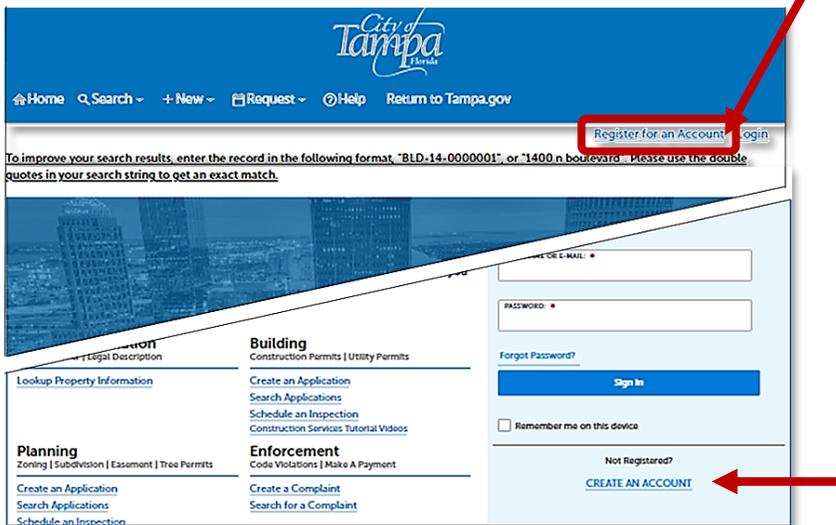


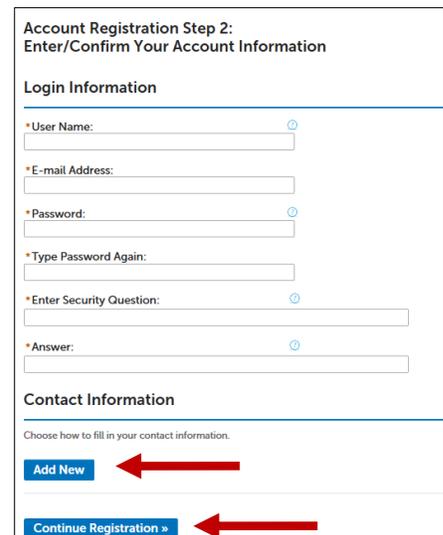
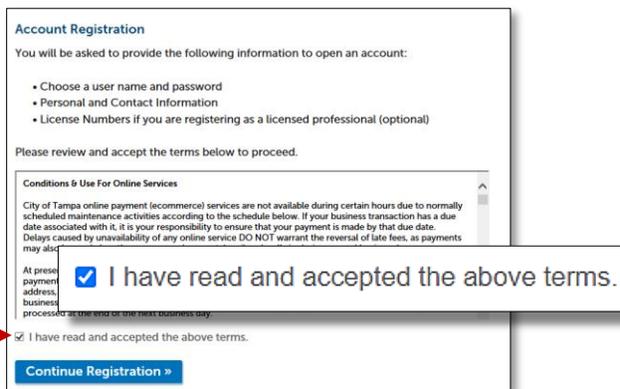
How To Create an Account in Accela

Accela Citizen Access (ACA) Portal How To Register for an Account in Accela

1. Click [here](https://aca-prod.accela.com/TAMPA/Default.aspx) to go to Accela: (https://aca-prod.accela.com/TAMPA/Default.aspx)
2. From the home page, click on **"Register for an Account"** on the upper-right of the screen, or click on **"Create an Account"** on the bottom right.



3. Read and accept the Conditions & Use for Online Services. Then, click on **"Continue Registration"**.



4. Complete Step 2 of the registration form.
 - a. Click on **"Add New"** to add your contact information.
 - b. Once complete, click on **"Continue Registration"**.

The account registration process is complete.
You will receive an email confirming the registration.