

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

- 1. Click here 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.

≙Home Q.Search≁ +New≁	Tanguest - @Help Return to Tan	прадом
		Register for an Account Login
o improve your search results, enter the	record in the following format, *BLD-14-00	00001", or "1400 n boulevard". Please use the double
uotes in your search string to get an exa	ct match.	
Trajal Deciption	Building Contraction Permits   Utility Permits	PASSWORD: + Forgot Password?
Lookup Property Information	Search Application Schedule an Instruction	Synin
	Construction Services Tutorial Videos	Remember me on this device
Planning Zoning   Subdivision   Easement   Tree Permits	Enforcement Code Violations   Make A Payment	Not Registered?
Create an Application	Create a Complaint	CREATE AN ACCOUNT
Search Applications	Search for a Complaint	
	activity a company	

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.

Account Registration Step 2: Enter/Confirm Your Account Information			
Login Information			
* User Name:	0		
*E-mail Address:			
* Password:	 0		
• Type Password Again:			
Enter Security Question:	0		
Answer:	0		
Contact Information			
Choose how to fill in your contact information.			
Add New			
Continue Registration »			

- END OF HOW TO CREATE AN ACCOUNT IN ACCELA -