

# Registering for an Accela Account

Rev 04/01/20

Select "Register for an Account". (If you have already set up an account, skip this section.)

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## Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**Internet Browser Requirements:**

### Login

User Name or E-mail:

Password:

**Login »**

Remember me on this computer

[I've forgotten my password](#)  
[Register for an Account](#)

Click in the box to agree to the terms and select "Continue Registration".

Advanced Search ▾

## 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.

### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a

I have read and accepted the above terms.

**Continue Registration »**

Complete the highlighted fields (the password must be at least 8 characters long) and select "Add New Contact".

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## Enter Your Account Information

### Login Information

\* User Name: 

\* E-mail Address:

\* Password: 

\* Type Password Again:

\* Enter Security Question: 

\* Answer: 

Phone:

Receive SMS Messages

### Contact Information

Choose how to fill in your contact information.

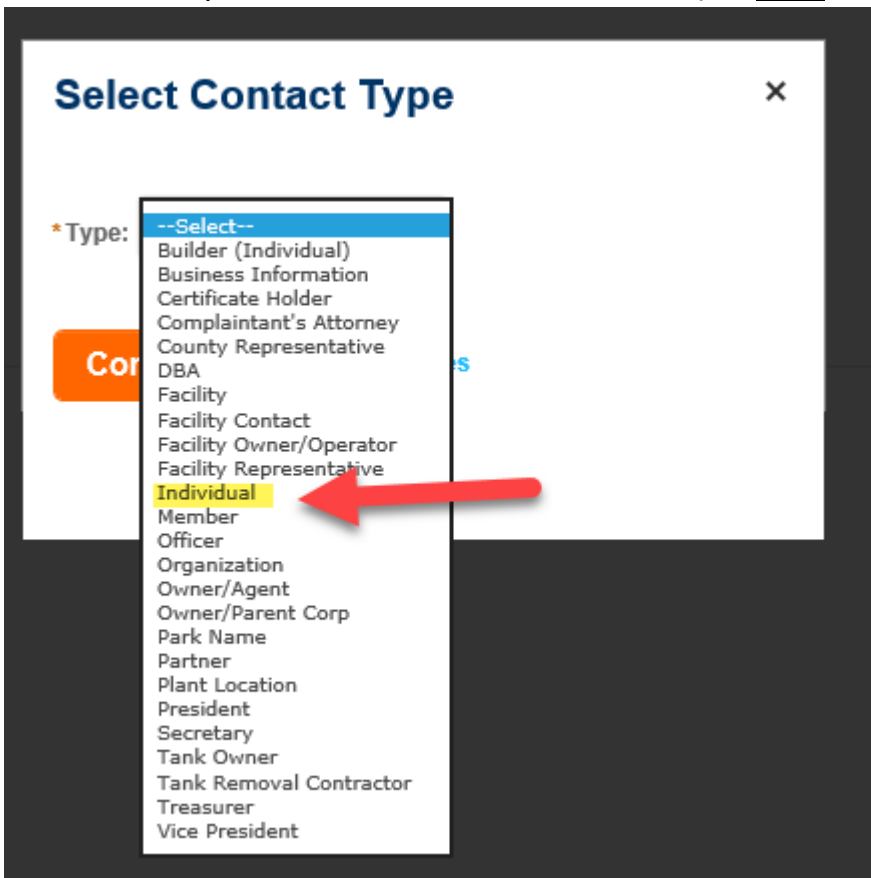
**Add New Contact**



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**Continue Registration »**

From the dropdown box, select "Individual". (Do **NOT** select "Builder(Individual)")

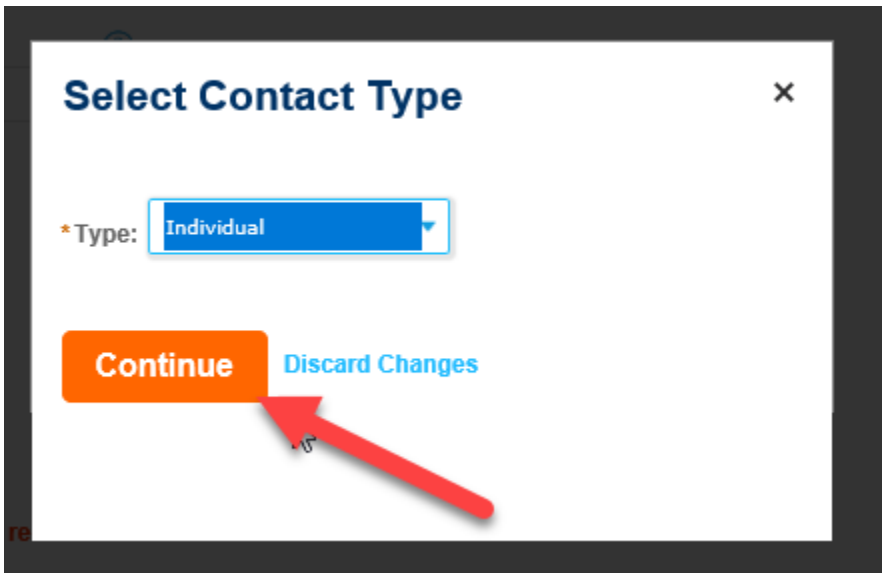


The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. Below the title, there is a label "\*Type:" followed by a dropdown menu. The dropdown menu is open, displaying a list of contact types. The "Individual" option is highlighted in yellow, and a red arrow points to it from the right. To the left of the dropdown menu, there is a partially visible orange button labeled "Cor".

\*Type: --Select--

- Builder (Individual)
- Business Information
- Certificate Holder
- Complainant's Attorney
- County Representative
- DBA
- Facility
- Facility Contact
- Facility Owner/Operator
- Facility Representative
- Individual**
- Member
- Officer
- Organization
- Owner/Agent
- Owner/Parent Corp
- Park Name
- Partner
- Plant Location
- President
- Secretary
- Tank Owner
- Tank Removal Contractor
- Treasurer
- Vice President

Select "Continue".



The screenshot shows the same "Select Contact Type" dialog box. The dropdown menu is now closed, and the selected value "Individual" is visible in the dropdown box. Below the dropdown, there are two buttons: an orange button labeled "Continue" and a blue button labeled "Discard Changes". A red arrow points to the "Continue" button from the bottom right.

\*Type: Individual

**Continue** Discard Changes

Again, select "Individual" from the dropdown box and complete the highlighted fields only. (You must enter the same phone number twice for verification.)

### Contact Information

\* Individual/Organization: **Individual** Preferred Channel: **--Select--**

\* First: **[Redacted]** Middle:  \* Last: **[Redacted]**

Company Name (Enter N/A if not applicable):

DBA/Trade Name:

Country: **United States**

\* Address: **[Redacted]**

\* City: **[Redacted]** \* State: **--Select--** \* Zip: **[Redacted]**

\* Primary Phone: **[Redacted]**

\* Primary Phone Verification: **[Redacted]**

Select "Continue". (Do **NOT** select "Add Additional Contact Address".)

▼ Contact Addresses

**Add Additional Contact Address**

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

**Continue** **Clear** [Discard Changes](#)

You should now receive a notice saying “Contact added successfully”. Select “Continue Registration”. (Do **NOT** select “Add Additional Contact Address”)

## Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

**Dawn Smith**

Primary phone:517-555-5555

Secondary Phone:

[Edit](#) [Remove](#)

### ▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Status
No records found.				

[Continue Registration »](#)

Log in to your new account by selecting “Login”

The screenshot shows the LARA (Department of Licensing and Regulatory Affairs) website. At the top left is the LARA logo and the department name. On the right side of the header, there are links for "Announcements", "Register for an Account", and "Login". A red arrow points to the "Login" link. Below the header, there is a "Verify a License" section with instructions and a search box labeled "First Last or License #". A red arrow also points to the search box. At the bottom of the section, there is a question: "Would you like to renew a trade license? YES".

If you now wish to renew your trade license, please see the directions for “Renewing Your License”.