Registering for an Accela Account

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

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:
Click in the box to agree to the terms and select “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.

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”.

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

Continue Registration »
From the dropdown box, select “Individual”.

Select “Continue”.
Again, select “Individual” from the dropdown box and complete the highlighted fields. (You must enter the same phone number twice for verification.)
Select “Continue”. (Do **NOT** select “Add Additional Contact Address”.)

Select “Continue” again. (You may have to scroll up to see this box.)
You should now receive a notice saying “Contact added successfully”. Select “Continue”. (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.

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<table>
<thead>
<tr>
<th>Address Type</th>
<th>Recipient</th>
<th>Address</th>
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Continue Registration »

Log in to your new account by selecting “Login Now”

Login Now

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