

## **REGISTER FOR AN ACCELA CITIZEN ACCOUNT FOR TRADE LICENSES**

**Please TAB through fields. DO NOT HIT ENTER**

- Step 1**            Select register for account  
**Step 2**            Read Disclaimer and check box to agree to terms  
**Step 3**            Click Continue Registration  
**Step 4**            Complete required fields for “Login Information”  
**Step 5**            Click “Add New Contact” (this is where you create your personal information)  
                     Remember to use the “tab” key not enter.  
**Step 6**            Select Contact Type (individual)  
**Step 7**            Click Continue Application  
**Step 8**            Complete Contact Information – (skip company/dba trade name and add additional  
                     contact)  
**Step 9**            Click Continue Application  
**Step 10**          You will receive a pop-up message that states “The information you entered not  
                     found: - Click Continue Application  
**Step 11**          Click Continue Registration  
**Step 12**          Once your registration has been successfully created click “Login Now”

- If the account was successfully created, a confirmation summary page will appear and prompt you to "log-in".
- If the account was not successful, it will prompt you as to which fields are missing so you can correct and try again.
- At any time, a [registered user](#) can log-in and update their contact information by selecting "Account Management" at the top of the page. To change the address on your license, you will need to process a license amendment under BCC Licenses, apply for a license-amendment.
- If a password/username is forgotten, you can select the 'I've forgotten my password' link on the login screen. You will be prompted to provide your email and answer the selected security questions in order to retrieve the account information.
- If this approach is unsuccessful, please contact the State Office.

**When you login to your account, please refer to “FAQs” located at the top of the page for instructions on how to link your license to your ACA account/renew. Your license MUST be linked to your account before you can renew or make any changes to your license/account.**