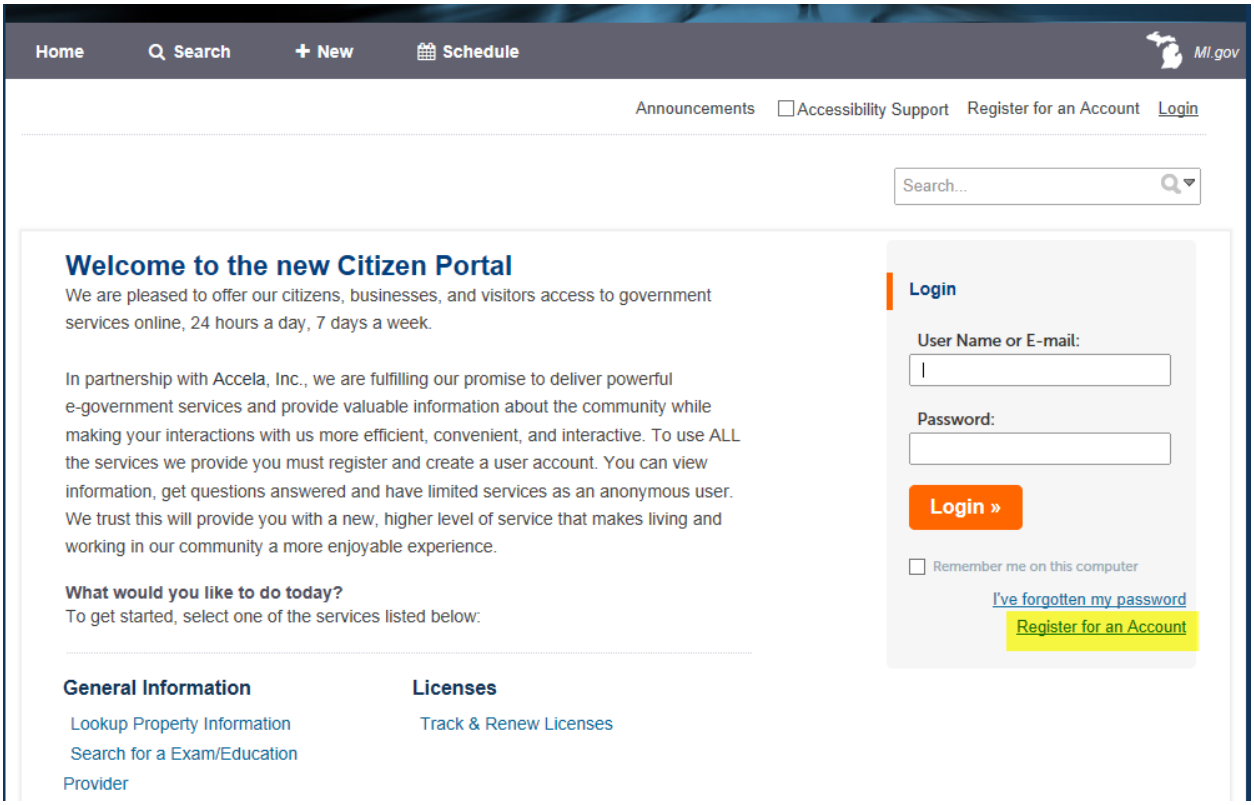
ACA Register for an Account

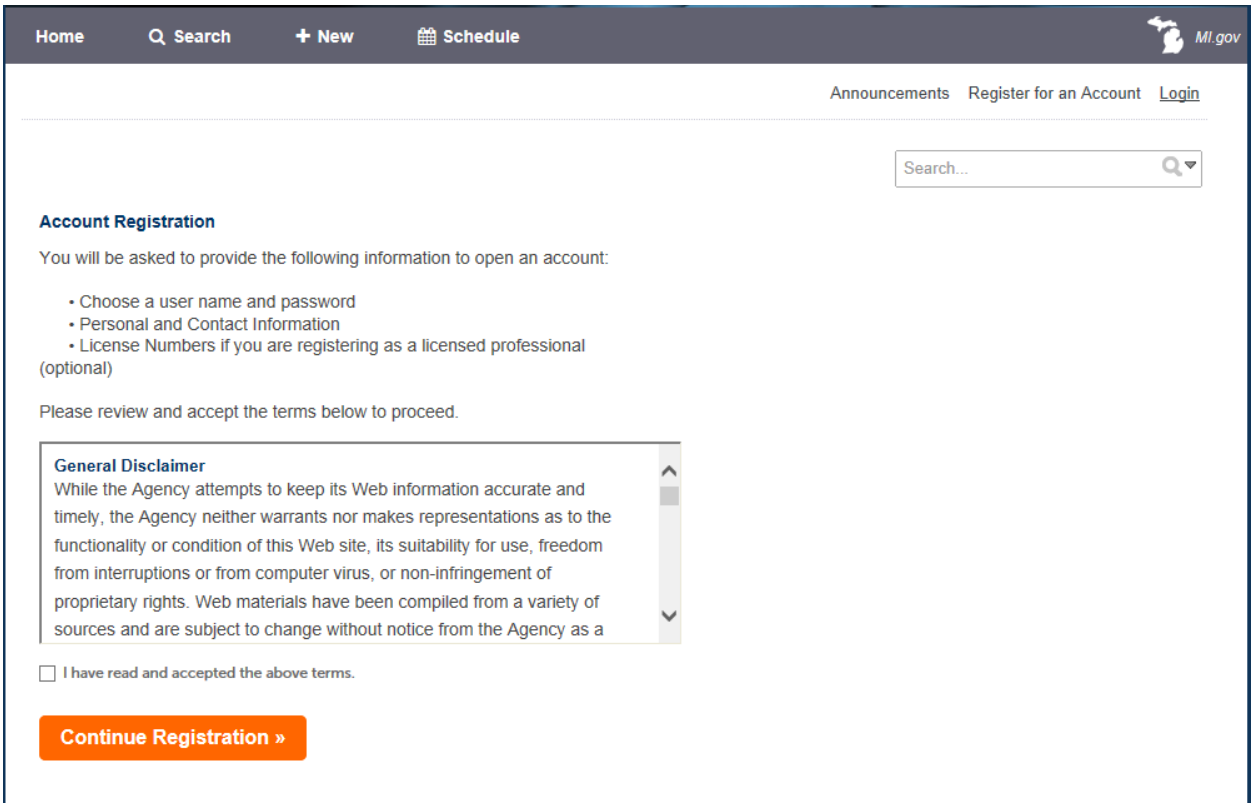
Start at the website https://aca3.accela.com/lara/

A Public user that does not have a login, should select the link to 'Register for an Account'. In the image below the link is highlighted in yellow. The text on the left side under Welcome to the new Citizen Portal can be changed to be specific to your agency and users.



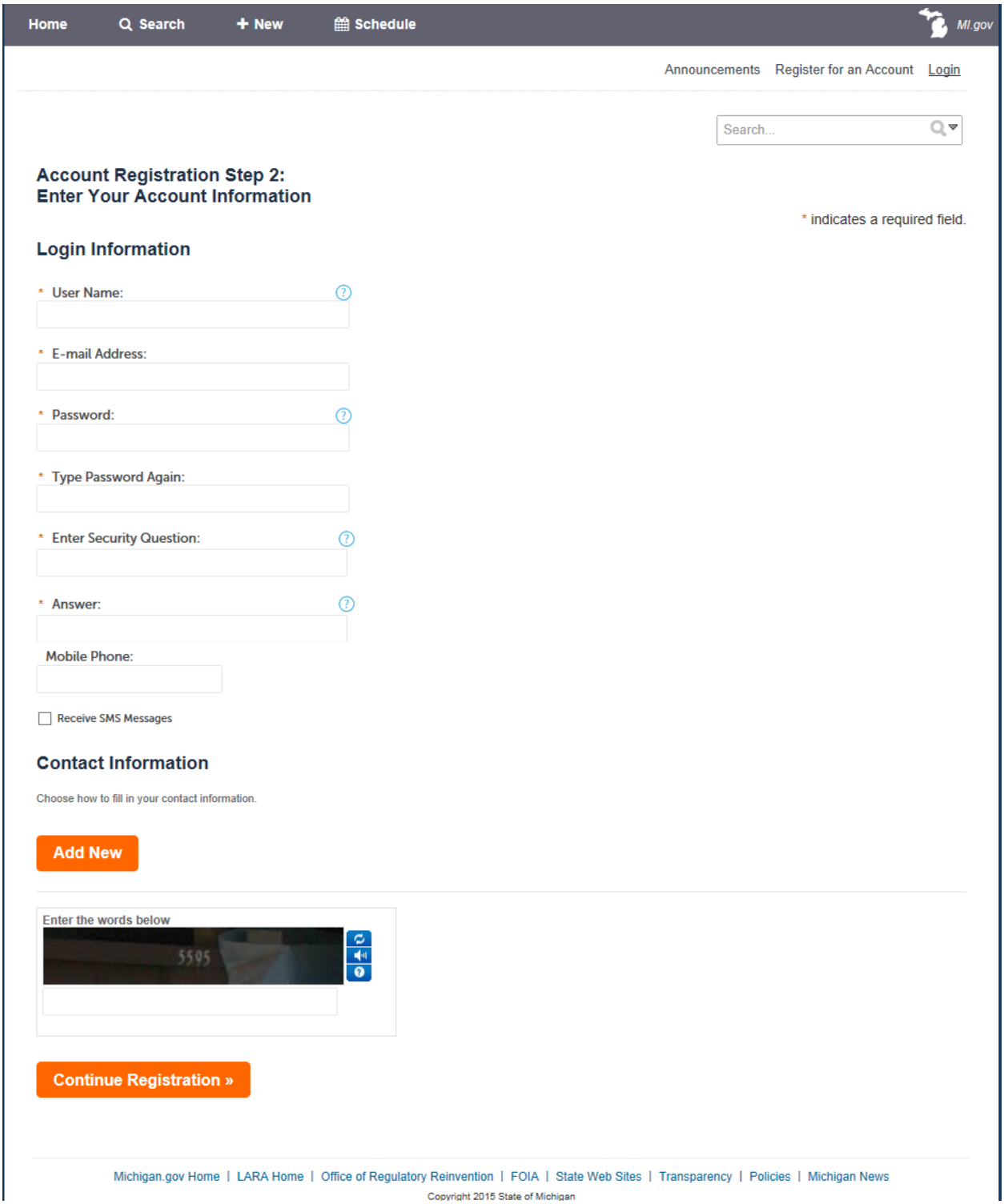
After the ‘Register for an Account’ link is clicked, the Account Registration screen displays. The text and general disclaimer text can be update to be specific to your agency and users.

To move forward from this screen, the public use will select the check box and click the Continue Registration button.

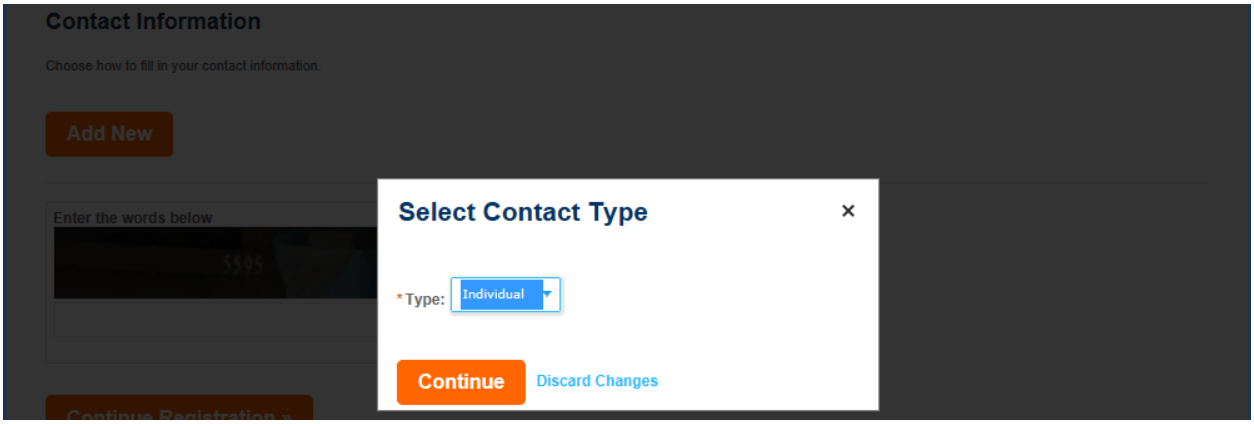


The next screen will ask the user to enter information to create their own user. If the user name or email address is already used by the system, a message will display to the user to enter something different. There is a configuration option to enter your own security question or select one from a select box. Also, mobile phone and receive SMS messages are only available in v8.0.

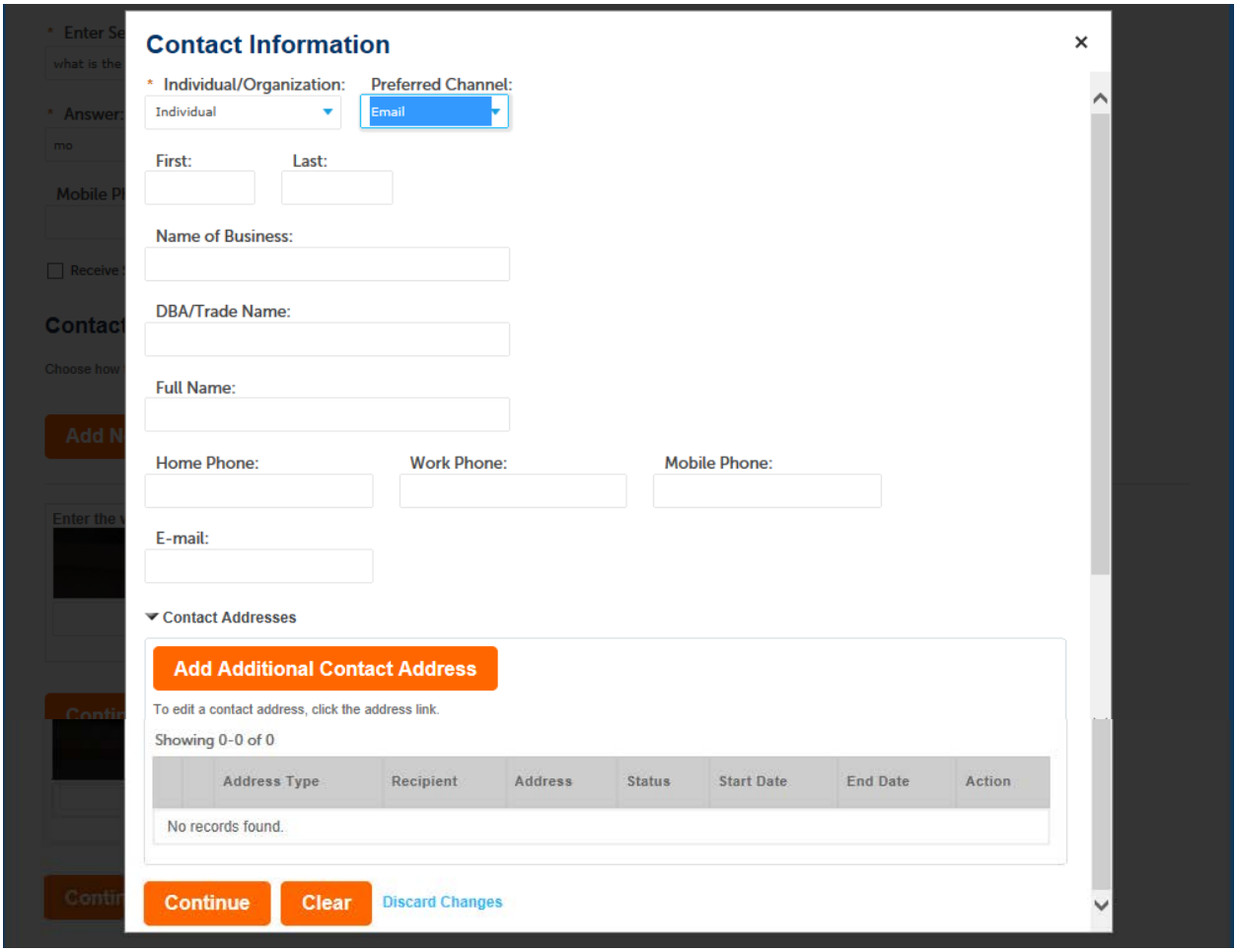
Under the Contact Information section, the user will need to select to Add New button.



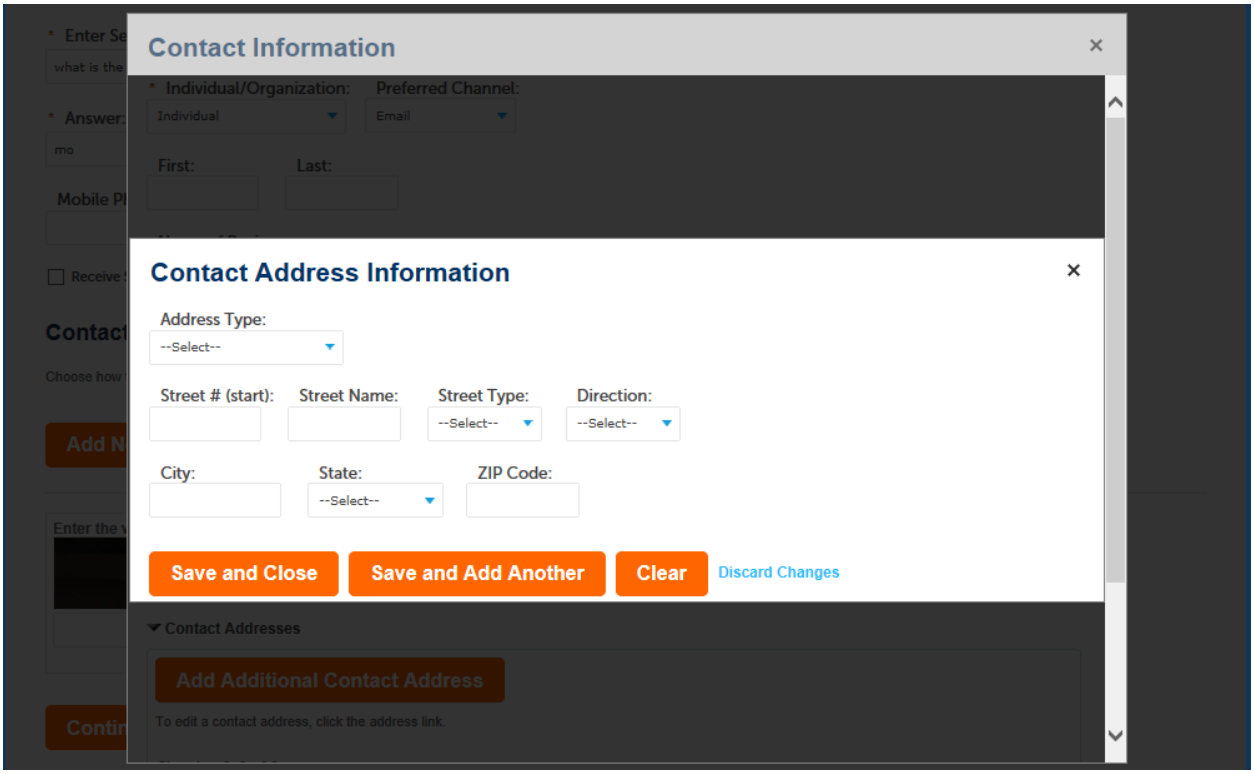
Once the Add New button is selected, the user may be prompted to Select Contact Type. This option can be skipped if only people need to log in.



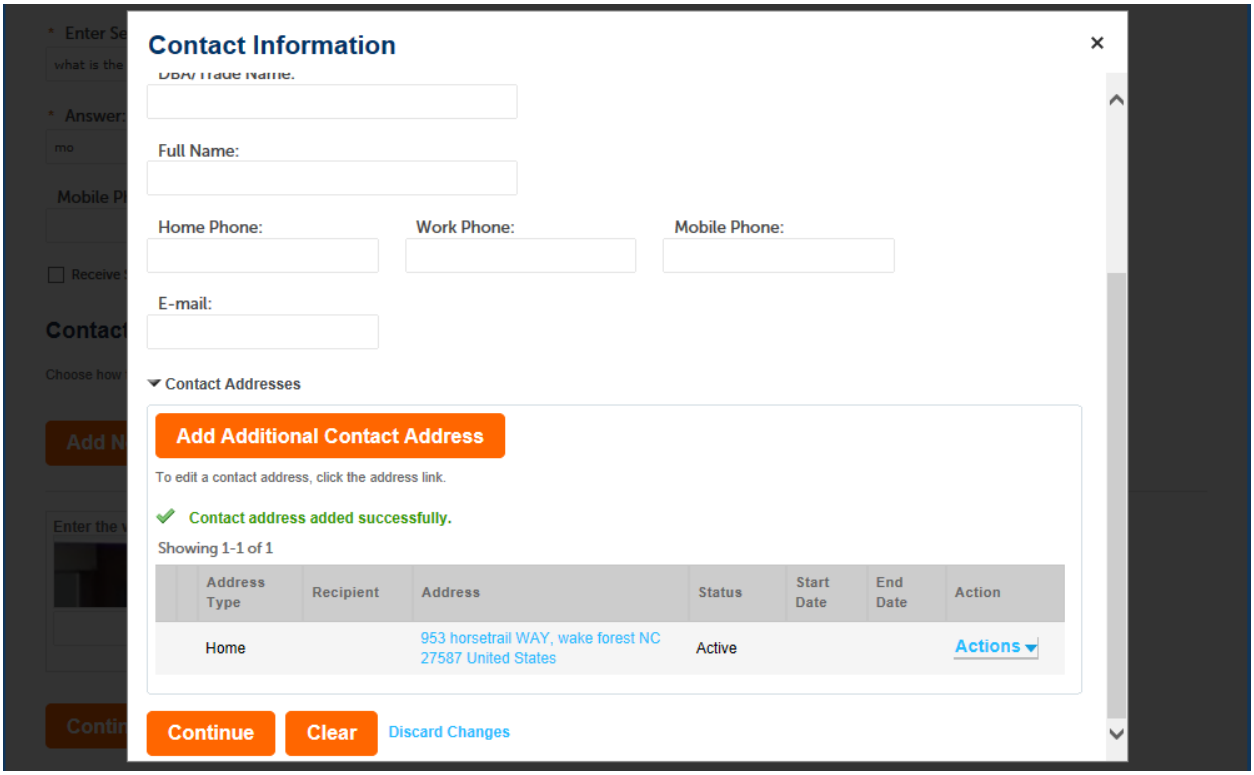
After the Continue button is selected, the Contact Information screen displays. The fields on this form are editable and should be considered as input for matching new public users with existing contacts in the system. If the agency only allows for 1 address per contact, then the Add Additional Contact Address can be removed. The Add Additional Contact Address button, allows the user to enter multiple addresses.



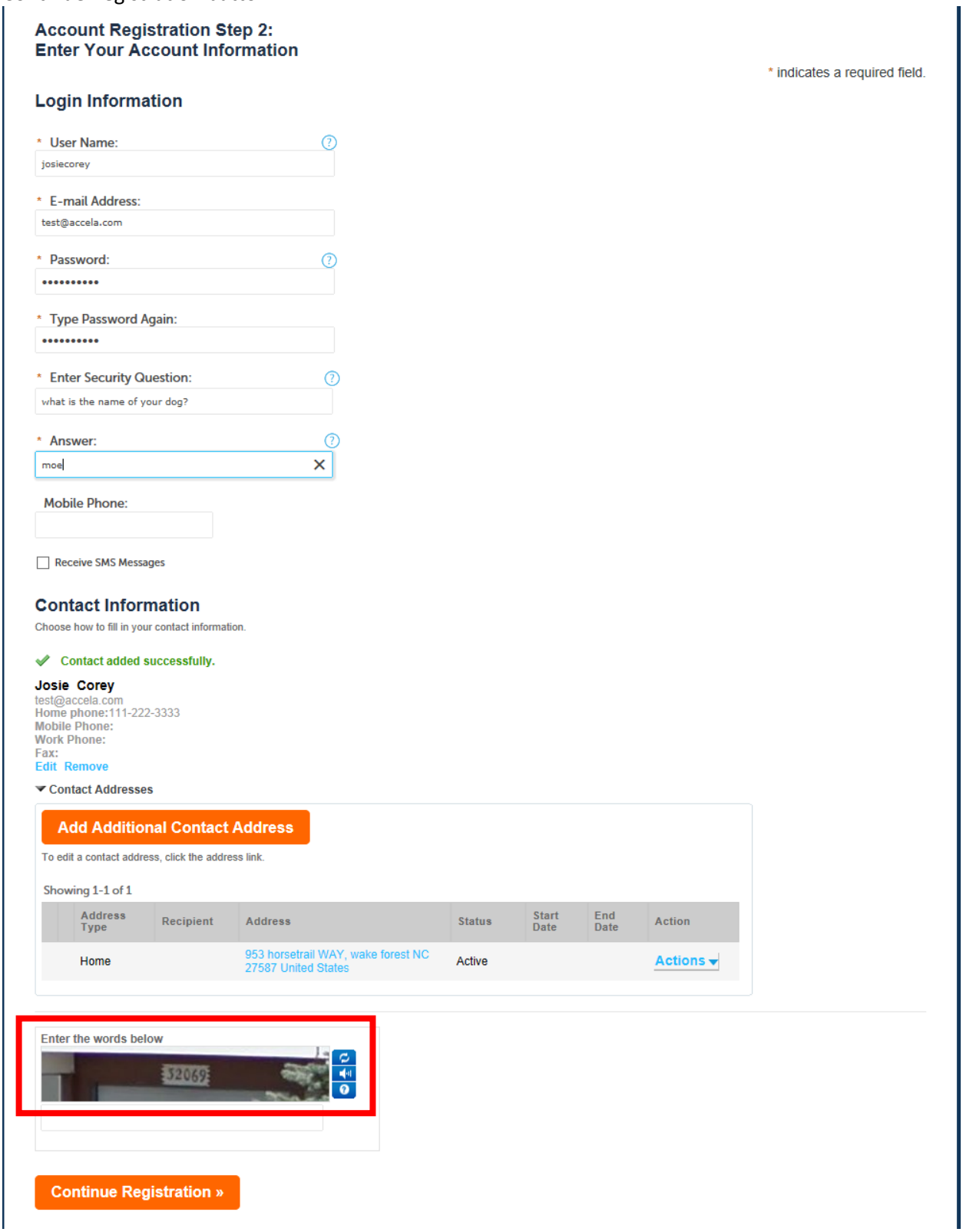
Clicking the Additional Address button will display, then Contact Address Information. The fields on this screen can be rearranged and display only address 1 instead of broken into street #, street name, street type, and direction.



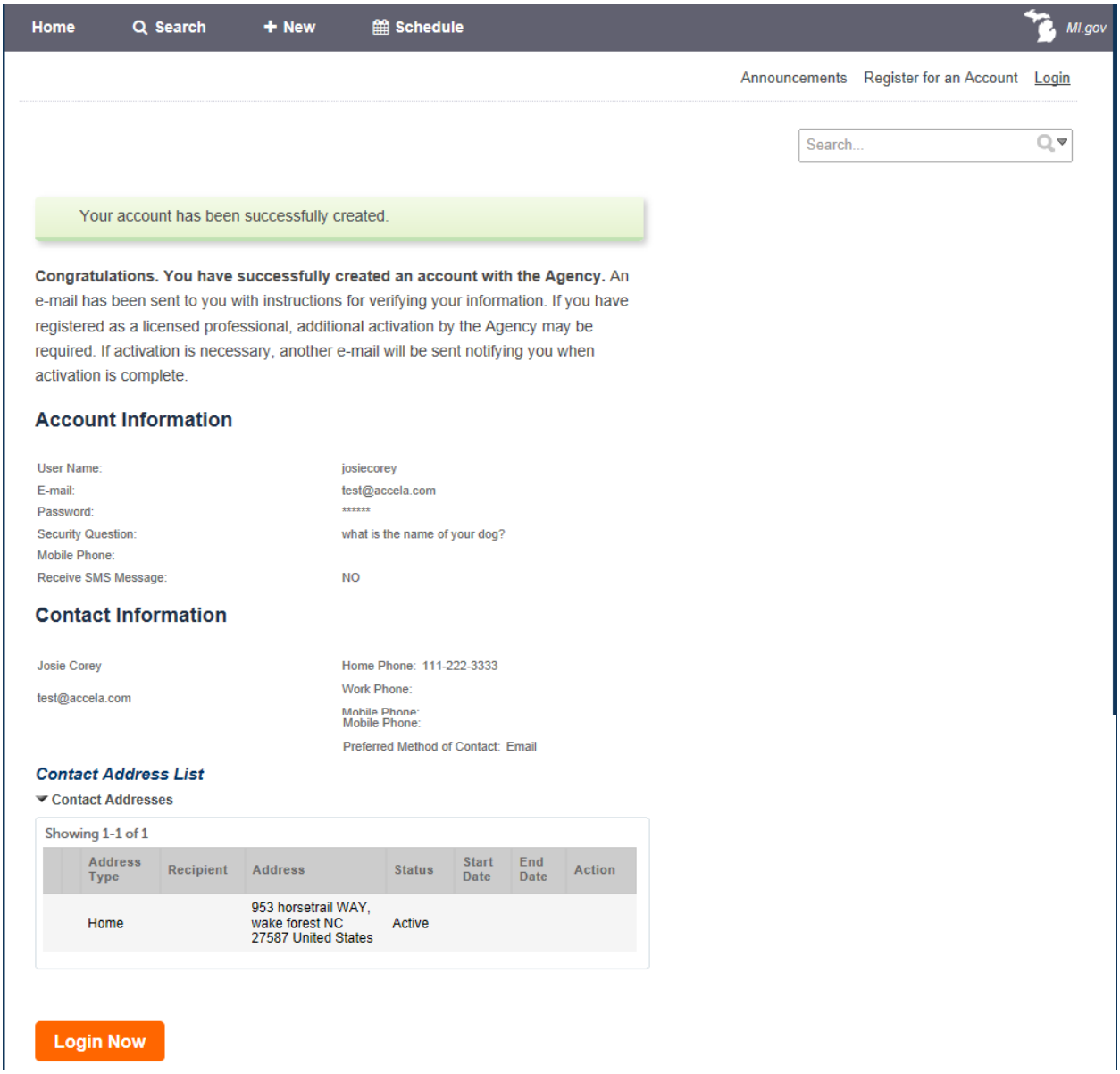
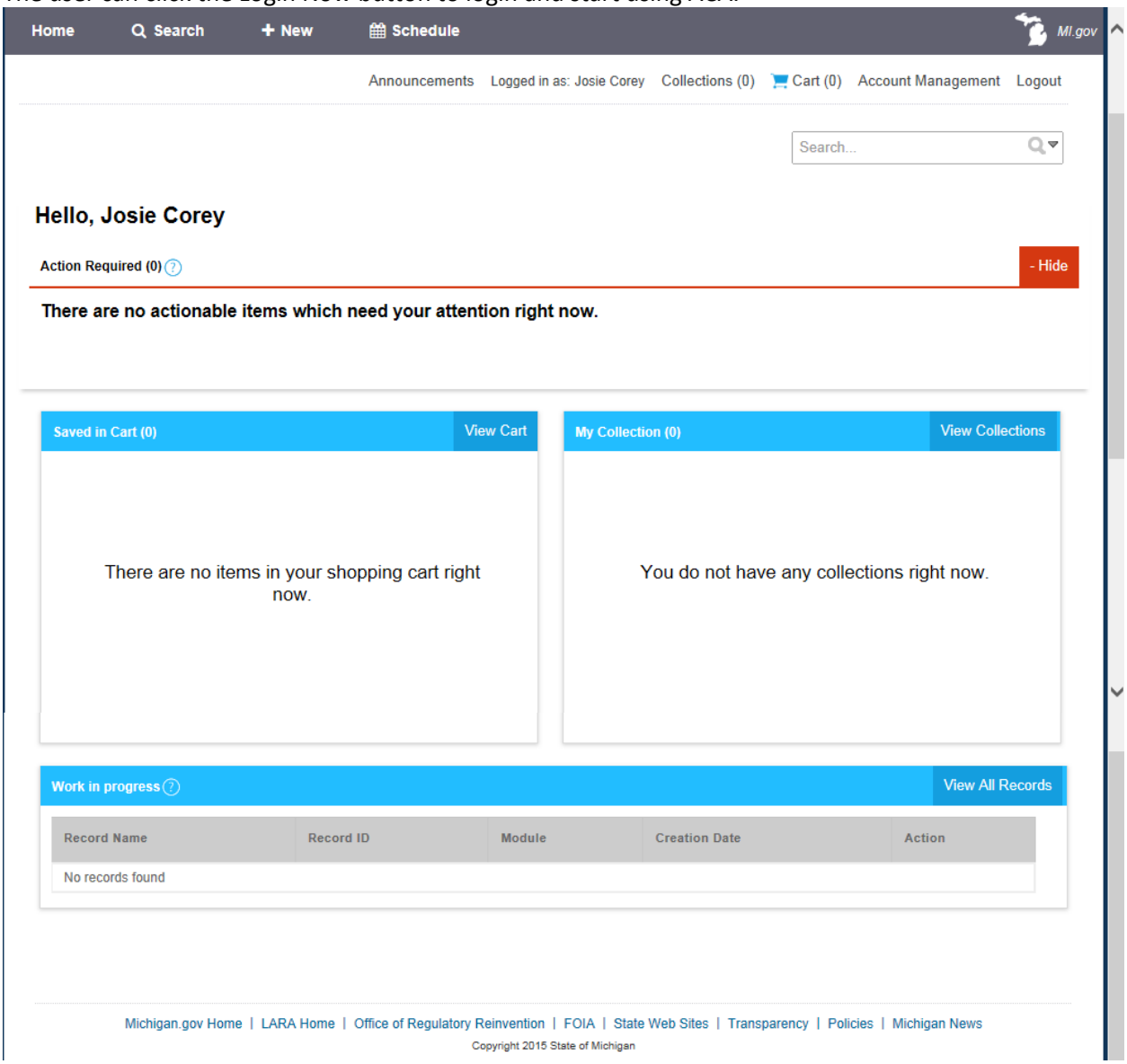
Once the address is entered and the ‘Save and Close’ button is selected, the new address displays at the bottom of the Contact Information screen. Click the Continue button to proceed.



After the user enters their contact information, they will be enter the CAPCHA question and click the Continue Registration button.



The user will receive a successfully created screen with all the data they have entered. The system could optional send the user an email at this time.



The user can click the Login Now button to login and start using ACA.