

Pasco County, FL

Accela Citizen Access (ACA) User Guide Account Registration

Draft v0.1

PREPARED FOR:

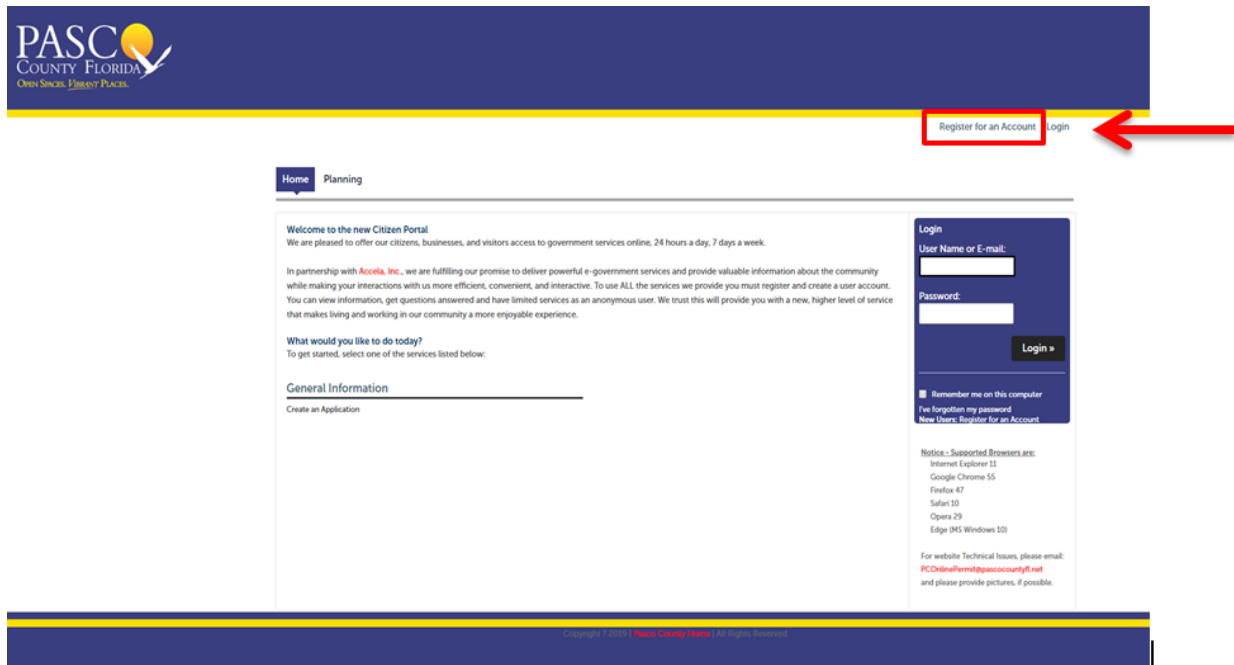


Contents

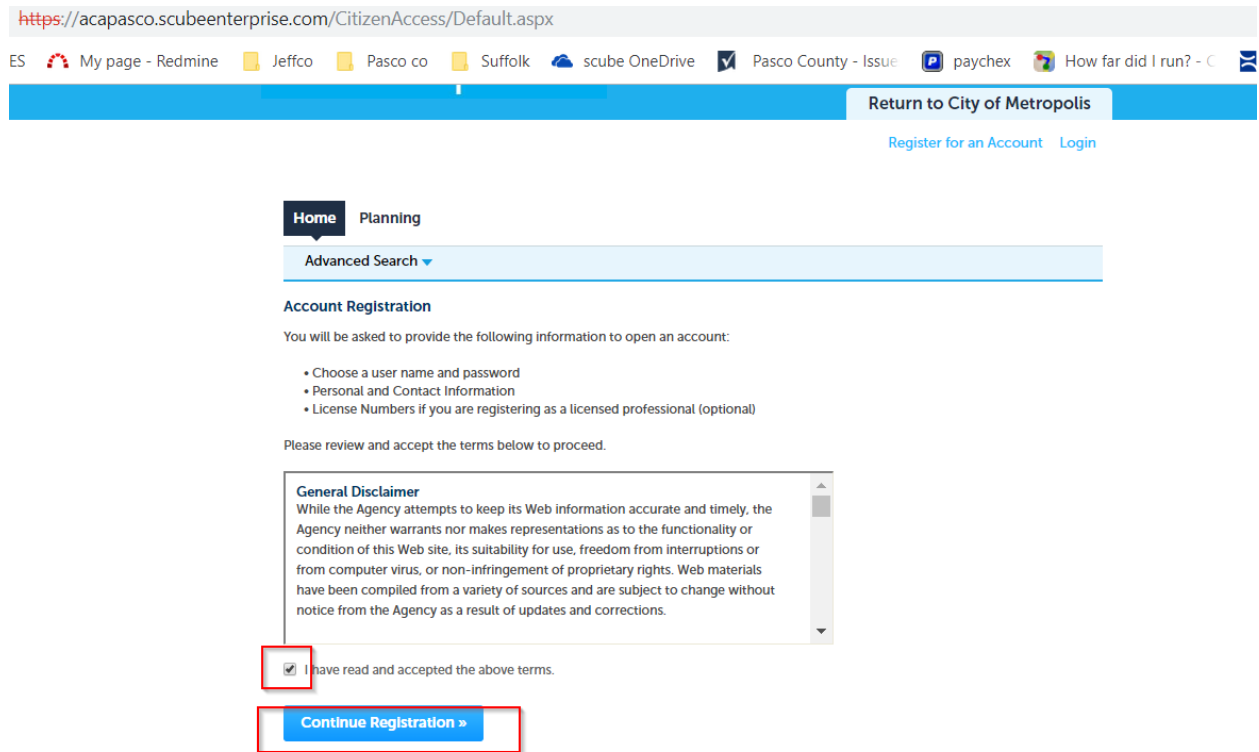
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Register for an Account

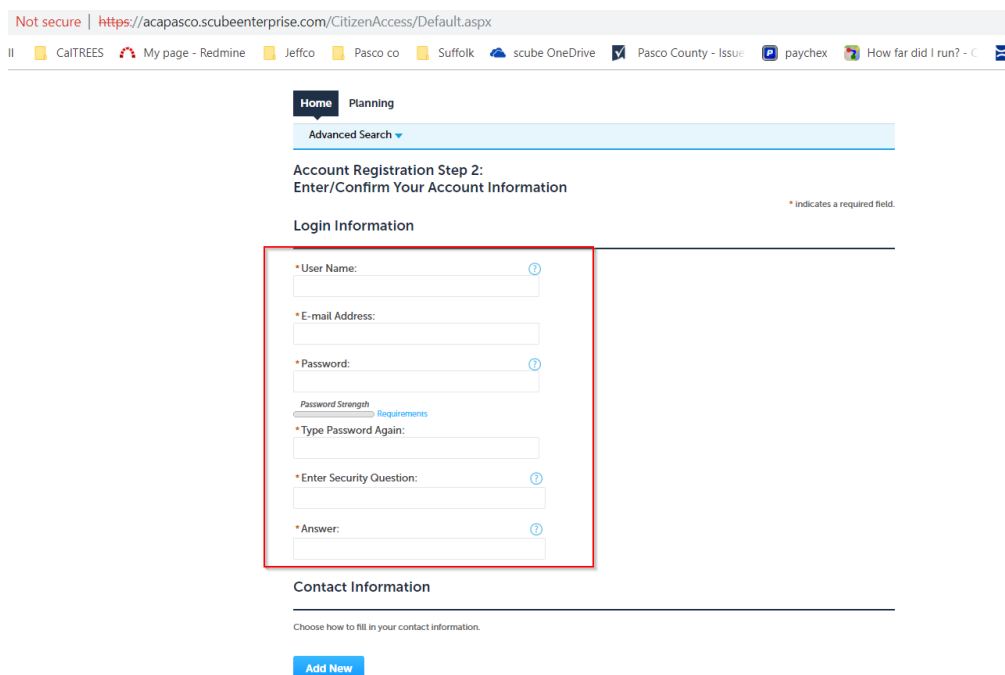
1. Access the Pasco County Web Portal at:
<https://permits.pascocountyfl.net/CitizenAccess/Default.aspx>
2. Select **Register for an Account** or New Users: **Register for an Account**.



3. Read and accept the General Disclaimer, click **Continue Registration**.



4. Enter the information required as shown below are indicated by a **red** asterisk.



5. Click **Add New** contact and select Type **Individual** or **Organization**.

Select Contact Type [X]

*Type:
--Select--

Continue Discard Changes

6. Enter the information required as shown below are indicated by a **red** asterisk.

Contact Information [X]

*First: Steve Middle: H *Last: Tong

Name of Business:

Primary Phone: 555-777-8899 Alternative Phone: 555-888-9009

*E-mail: stong@trustvip.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address	Action
No records found.		

Continue **Clear** Discard Changes

7. Select **Add Additional Contact Address** and enter the mailing address

Contact Information [X]

Contact Address Information [X]

Address Type:
Mailing

* Address Line 1:
1234 Address 1

Address Line 2:

* City: Clovis * State: CA * ZIP Code: 93611-

Save and Close **Save and Add Another** **Clear** Discard Changes

Click **Save and Close** or **Save and Add Another**.

8. Review the information, click **Continue**

Contact Information [X]

* First: Steve Middle: * Last: Tong

Name of Business:

Primary Phone: 555-777-8899 Alternative Phone: 555-888-9009

* E-mail: stong@trustvip.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	1234 Address 1	Actions ▼

Continue **Clear** Discard Changes

9. click **Continue**.

Contact Information

* First: Middle: * Last:

Name of Business:

* Primary Phone: Alternative Phone:

* E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	1234 Address 2	Actions ▼

Continue **Clear** Discard Changes

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10. Confirm your Account Information then click **Continue Registration**.

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name: * E-mail Address:

* Password: * Type Password Again:

* Enter Security Question: * Answer:

* Mobile Phone:

Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Steve H Tong
Stevie T
stong@trustvip.com
Home phone:
Mobile Phone: 359-709-3118
Work Phone: 559-709-3118
Fax:
Edit Remove

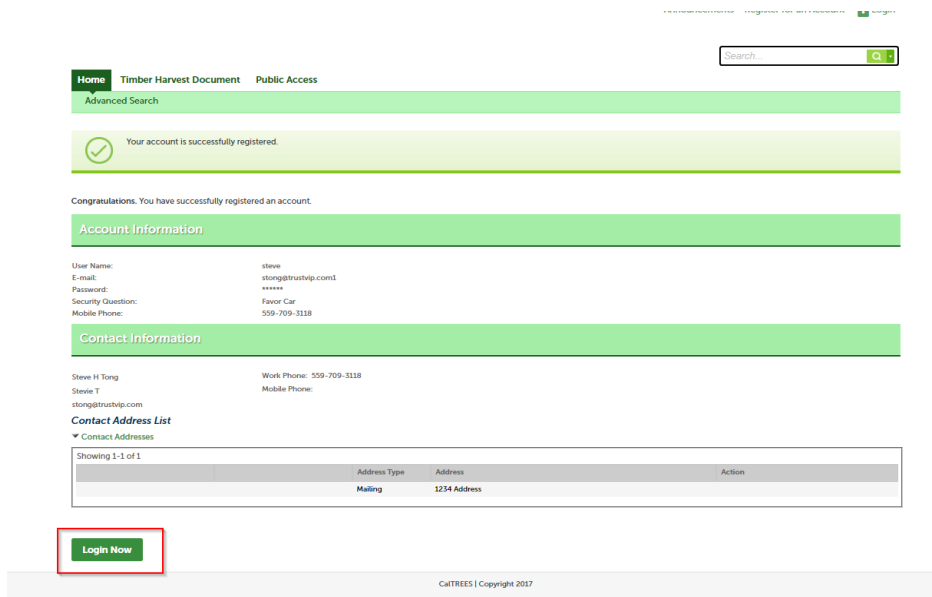
▼ Contact Addresses

Showing 1-1 of 1

Address Type	Address	Action
Mailing	1234 Address	

Continue Registration >

11. Your account has been created, click **Login Now** to login.



Related Documents

You can find the following related documents on the Accela Success Community web site:

8.0 Materials: