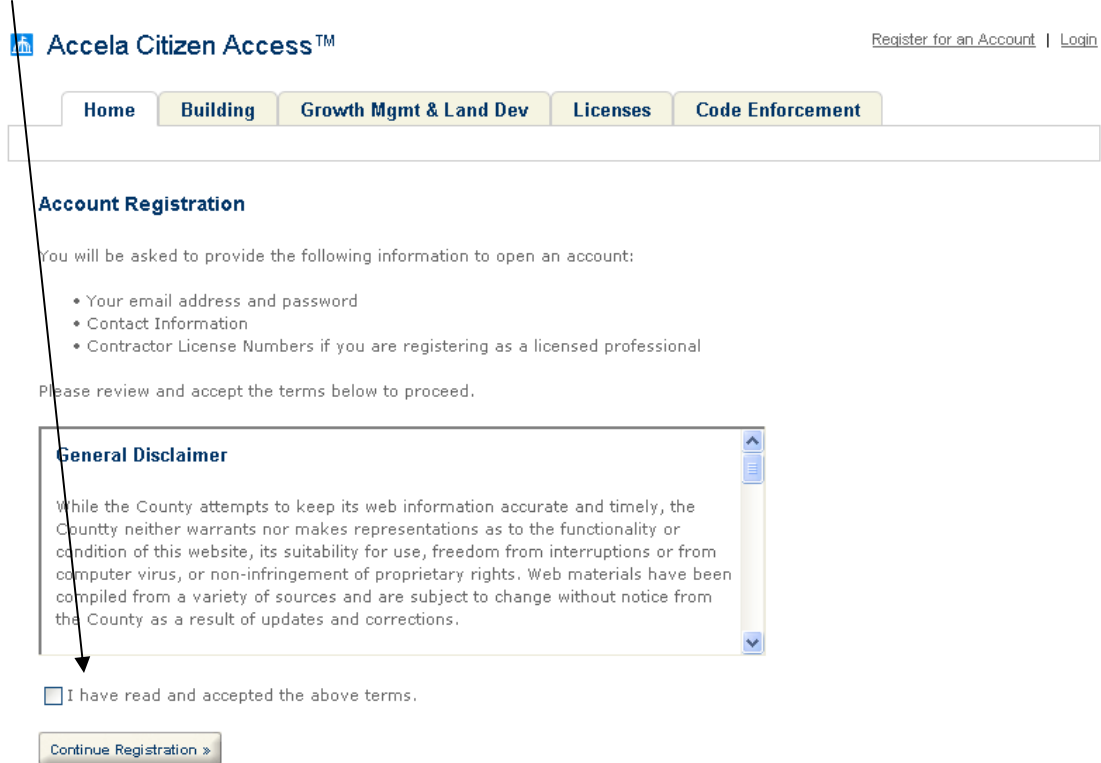


To register for a new account on Accela:

Click on Register for Account (top right of screen)



Read and accept the Disclaimer, Continue Registration



Fill in your account information preferences and Continue Registration





Your account has been successfully created. You can login immediately.

### Your account has been successfully created.

Congratulations! You have successfully created an account with the County. You can login immediately. **Important:** If you wish to link your registration to a contractor license, login and go to Account Management. Please be aware that approval by the County will be required to activate your request to link to a contractor license.

#### Account Information

User Name: username

Your Name

ABC Plumbing

123 Main

username@email.com

Preferred Method of  
Contact:

Home Phone:

Work Phone:

Mobile Phone:

Fax:

E-  
mail

To link your contractor's license with your account, login to your account and click on Account Management (top right)



Accela Citizen Access™

Logged in as: **Your Name** | [Account Management](#) | [Logout](#)

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Welcome, Your Name

You will see your new account information. Click on the Add a License link at the bottom of the page

## Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

### Account Type

Citizen Account

### Login Information

Edit

User Name: username  
e-Mail: username@email.com  
Password: \*\*\*\*\*  
Security Question: Name of Pet

### Contact Information

Edit

Your Name: ABC Plumbing  
123 Main  
username@email.com  
Preferred Method of Contact: E-mail

Home Phone:  
Work Phone:  
Mobile Phone:  
Fax:

### License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Add a License »

Add a License

Select your license type and insert your license number.

## Updating Your Account: Adding a License:

By adding a professional license you may gain access to additional features in Citizen Access. Select a license type and enter a license number to look up your license. Your license must be valid and active to add it to your citizen account. If your license does not display contact the County.

After identifying your license(s) a County employee must perform additional validation. Therefore, **your access to certain features of Citizen Access will be limited pending approval.**

\* indicates a required field.

### License Information

\*License Type:

\*License Number:

Find License

Select your license number

Home Building Growth Mgmt & Land Dev Licenses Code Enforcement

Adding a License: \* indicates a required field.

**License Information**

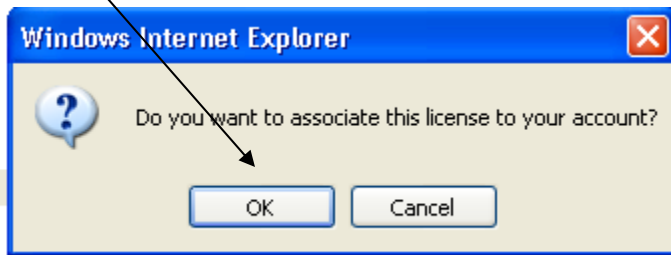
1 results found matching lookup criteria  
Search a license number to continue.

Showing 1-1 of 1

License Number	Type	Name
CGC122222	C GENERAL	YOUR NAME

Search Again >

Click OK to associate your license with your account



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CGC060634 professional license has been successfully added to your public user account.  
This license needs to be activated before it can be used.

An email is automatically sent to Charlotte County to activate your account.