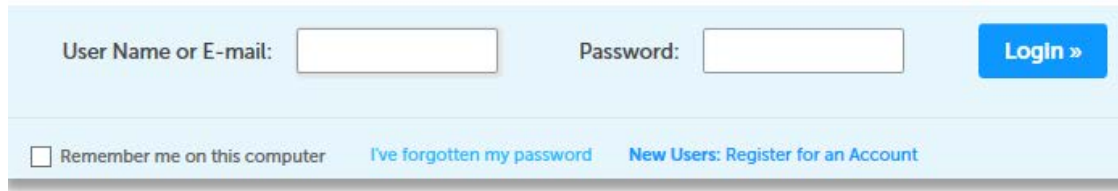


Creating an Accela Portal Account

1. If you haven't already, navigate to <https://aca.accela.com/humboldt/Default.aspx>

2. Select "New User: Register for an Account" to create your account.



3. Read and acknowledge the General Disclaimer and click [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.

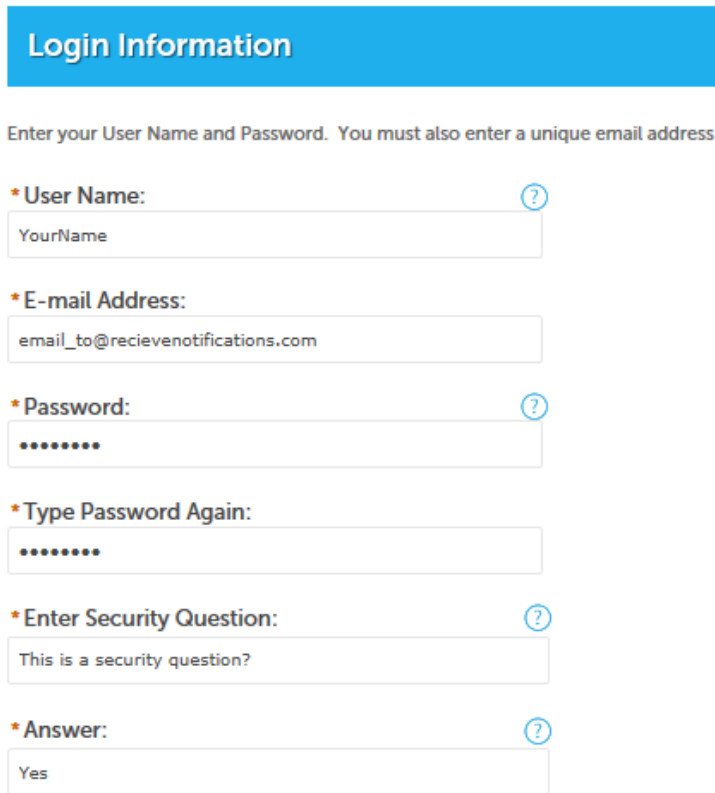
General Disclaimer

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 result of updates and corrections.

I have read and accepted the above terms.

[Continue Registration »](#)

- Under “Login Information” create a user name, add your e-mail address, and create a password, security question, and answer.



Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name: ?

* E-mail Address:

* Password: ?

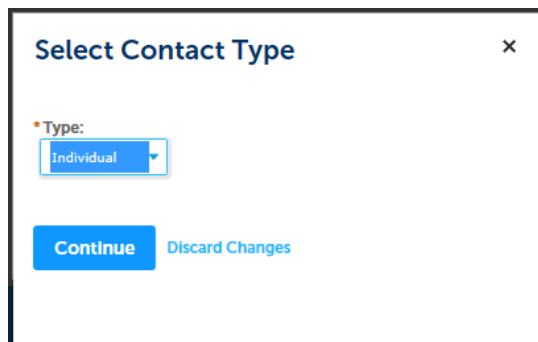
* Type Password Again:

* Enter Security Question: ?

* Answer: ?

- Under “Contact Information” click **Add New**.

- In the pop up window set contact type to “Individual” and click **Continue**.

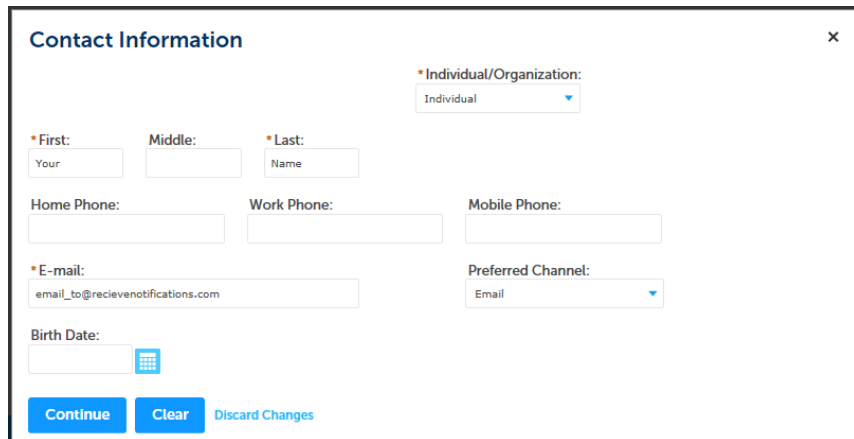


Select Contact Type ×

* Type:

Continue Discard Changes

7. Add your first and last name and e-mail address (the same as your login email) to the contact information. Set contact type to “Individual” and preferred channel to “e-mail”. Phone number and birth date are optional.



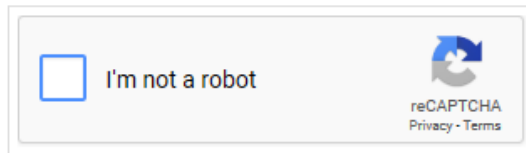
The image shows a 'Contact Information' form with the following fields and options:

- Individual/Organization:** A dropdown menu currently set to 'Individual'.
- * First:** A text input field with the placeholder 'Your'.
- Middle:** A text input field.
- * Last:** A text input field with the placeholder 'Name'.
- Home Phone:** A text input field.
- Work Phone:** A text input field.
- Mobile Phone:** A text input field.
- * E-mail:** A text input field containing 'email_to@recievenotifications.com'.
- Preferred Channel:** A dropdown menu currently set to 'Email'.
- Birth Date:** A date picker field.

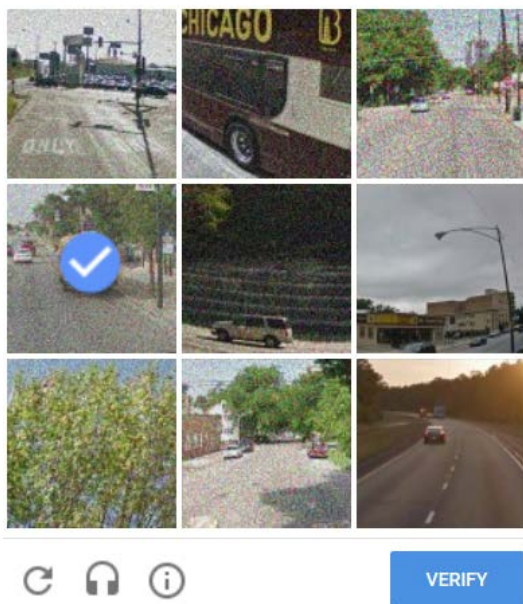
At the bottom of the form are three buttons: 'Continue' (highlighted in blue), 'Clear', and 'Discard Changes'.

When you are satisfied your information is correct click  .

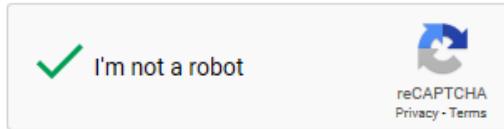
8. Indicate you are not a robot by clicking the “I’m not a robot” CAPTCHA box.



9. Follow the directions for verification, this may take a few tries.



10. The CAPTCHA test is complete when you see a green check.



11. Verify all your information is correct, when you are satisfied click [Continue Registration »](#) and your Accela Citizen Access Account will be created.

Congratulations! You can now access project materials and upload documents directly through your portal account.