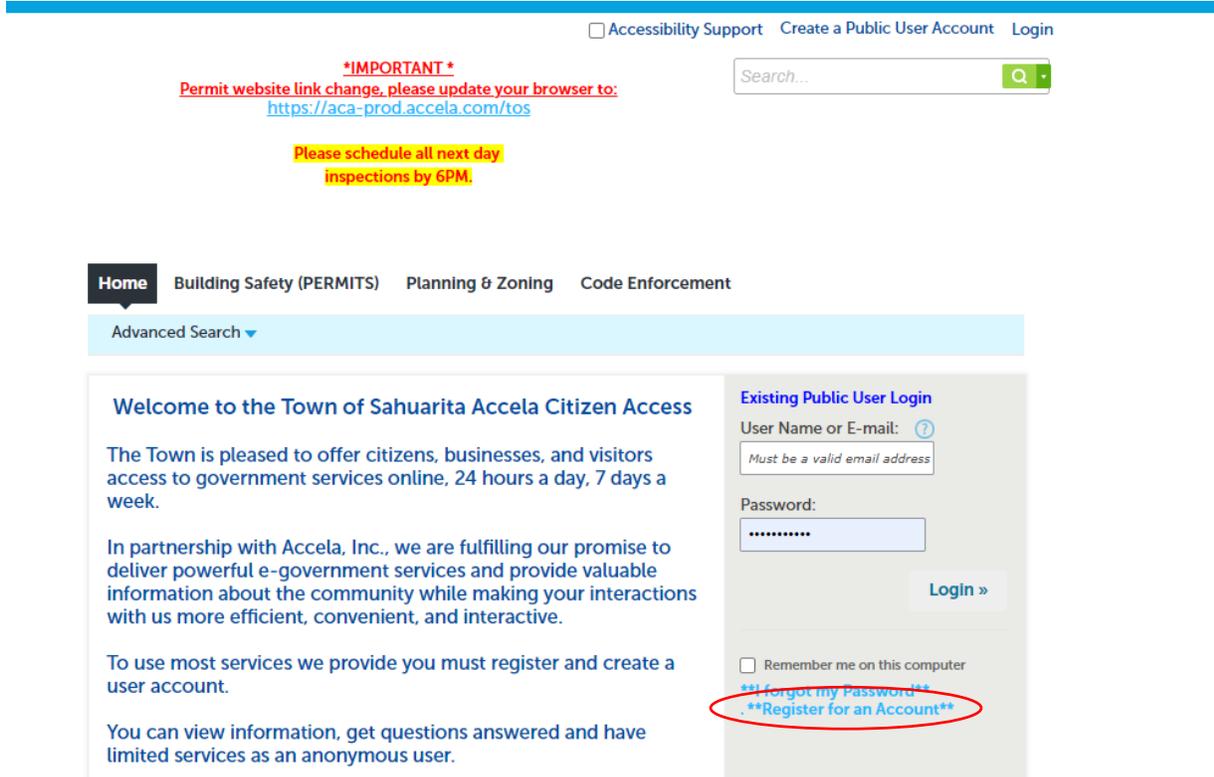


How to Create an Accela Account

1. **Open the following website:** <https://aca-prod.accela.com/TOS/Default.aspx>
2. **Click on Register Account**



The screenshot shows the Accela website interface. At the top, there are links for "Accessibility Support", "Create a Public User Account", and "Login". A search bar is visible with the text "Search...". A red banner reads: "*IMPORTANT* Permit website link change, please update your browser to: https://aca-prod.accela.com/tos". Below this, a yellow banner says: "Please schedule all next day inspections by 6PM". The main navigation bar includes "Home", "Building Safety (PERMITS)", "Planning & Zoning", and "Code Enforcement". A light blue bar contains "Advanced Search". The main content area is titled "Welcome to the Town of Sahuarita Accela Citizen Access" and contains three paragraphs of text. On the right, there is a "Existing Public User Login" section with fields for "User Name or E-mail:" (with a help icon and the note "Must be a valid email address") and "Password:". A "Login »" button is below these fields. At the bottom of the login section, there is a checkbox for "Remember me on this computer" and two links: "**I forgot my Password**" and "**Register for an Account**", the latter of which is circled in red.

3. **Agree to terms and 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 Town of Sahuarita attempts to keep its Web information accurate and timely, the Town of Sahuarita 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

I have read and accepted the above terms.

Continue Registration »

4. **Fill out all required information /click on add new under contact information and select correct contact type (Applicant/Contractor/inspection contact/organization/property owner/tenant)**

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

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

* User Name:

* E-mail Address:
Must enter a valid email address

* Password:

* Enter Password Again:

* Enter Security Question:

* Security Question Answer:
(20 characters maximum)

* Mobile Phone:

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

[Add New](#)

[Continue Registration »](#)

Select Contact Type ×

There are two types of contacts: Applicant and Organization (Business), please indicate which best applies to you and select.

Click on "Continue" to continue entering details of the contact on the next page.

* Type:

[Continue](#) [Discard Changes](#)

5. Fill out the required Contact Information/scroll to bottom and click Continue

Contact Information

* City: * State: * Zip:

Home Phone: Mobile Phone:

Fax: Preferred Phone:

* E-mail:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Status	Start Date	End
No records found.					

[Continue](#)

[Clear Form](#)

[Discard Changes](#)

6. Click Continue Registration at the bottom of the screen

✔ Contact added successfully.



▶ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Status	Start Date	End
No records found.					

[Continue Registration »](#)

7. You should receive a screen with this message. You have completed the process you can now apply for your building permit. If you have any questions or issues with this process please contact us at 520-822-8866 or e-mail buildapps@sahuaritaaz.gov

Home

Building Safety (PERMITS)

Planning & Zoning

Code Enforcement

Advanced Search ▼



Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.

Account Information