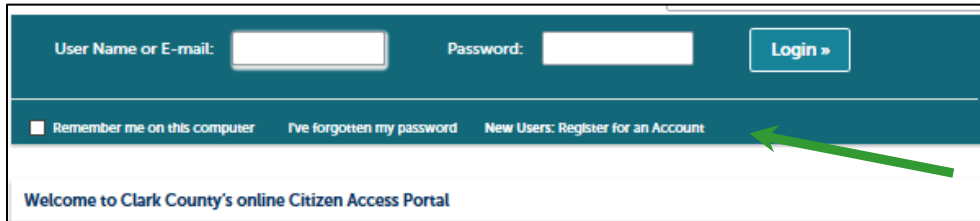


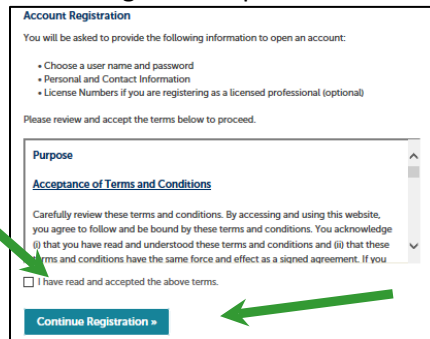
Department of Comprehensive Planning

ACA Creating an Account

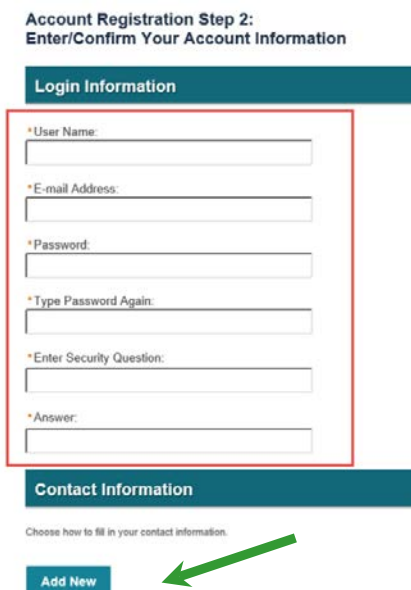
1. Follow the link to open the Accela Citizen Access portal: <https://citizenaccess.clarkcountynv.gov/citizenAccess/>
2. Click on **Register for an Account**.



3. Review the Terms and Conditions. Check the checkbox **"I have read and accepted the above items"** and click the **Continue Registration** button to continue the registration process.



4. ALL fields in this section are required. Use the **EMAIL ADDRESS** you intend to use for your applications.



5. Select **Individual** as the contact type. Contact type should **ALWAYS** be individual.

Select Contact Type

Individual: Use First and Last Name fields
Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields

*Type:
--Select--
Individual
Organization

Continue Discard Changes

6. Enter all **Contact Information** in the mandatory fields* (If you have a company you represent, enter the company name in the Company Name Field). Then, **Add Address Information** with the Mailing Address you prefer for correspondence.

Contact Information

Contact Info

*First: Middle: *Last: Suffix:
Bob The Builder

Company Name (30 Character Limit)
123 DEVELOPMENT

*Business Phone: Mobile Phone: Home Phone: Preferred Channel:
(702) 555-1212

*E-mail:
bobthebuilder@gmail.com

Organization Name:
123 DEVELOPMENT

Organization Contact Name
Bob the Builder

*Individual/Organization:
Individual

▼ Contact Addresses

Add Address Information

Contact Address Information

Please add a Business Mailing Address for Business Licenses. This address will be verified when applied. For all other departments, add a Mailing Address as this can be required when creating an application. Home address is optional.

*Address Type:
Mailing Address

*Address Line 1:
123 BUILDING WAY

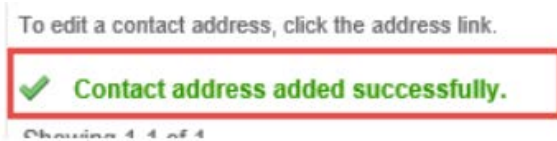
Address Line 2:

*City: *State: *ZIP Code:
LAS VEGAS NV 89105

Country/Region:
United States

Save and Close Save and Add Another Clear Discard Changes

7. Click the **Save and Close** button. A message will be displayed on the screen that the address was added successfully.



8. Click the Continue Registration button.



9. Login information displayed. Confirm all fields are correct and **CONTINUE**.

Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: [REDACTED]
E-mail: [REDACTED]
Password: [REDACTED]
Security Question: [REDACTED]

Contact Information

[REDACTED]
[REDACTED]
Home Phone: [REDACTED]
Work Phone: [REDACTED]
Mobile Phone: [REDACTED]
Preferred Method of Contact: [REDACTED]

10. You are now able to **LOGIN** to ACA.

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date
Business Address		500 S. Grand Central Pkwy	Active		

[Login Now](#) ←