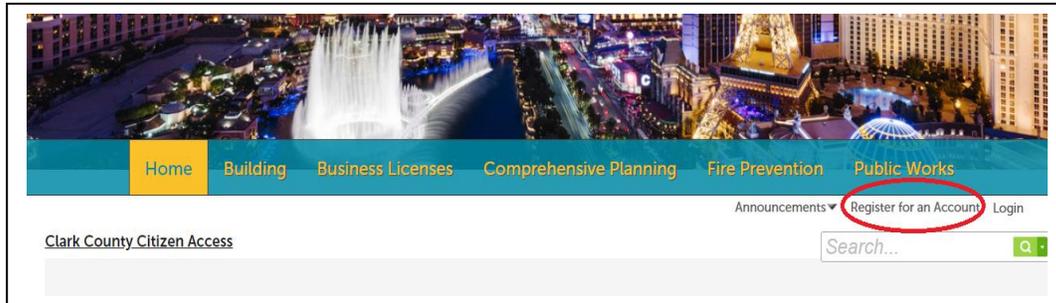




Comprehensive Planning ACA Creating an Account

1. Follow the link to open the Accela Citizen Access portal: <https://aca-prod.accela.com/clarkco/Default.aspx>
2. Click on **Register for an Account**.



3. Review the Terms and Conditions. Check the checkbox **“I have read, understand, and agree to The Terms of Service”** and click the **Continue** 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.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

*** Required Fields**

USERNAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

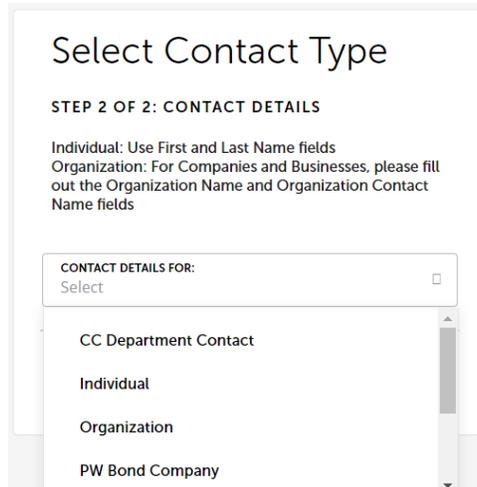
ENTER SECURITY QUESTION: *
Select

ANSWER: *

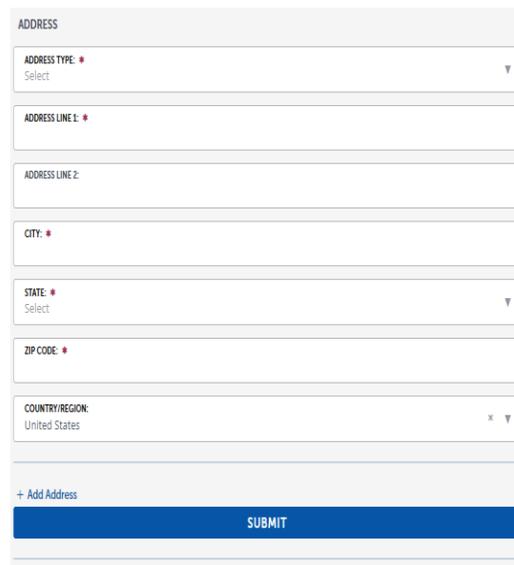
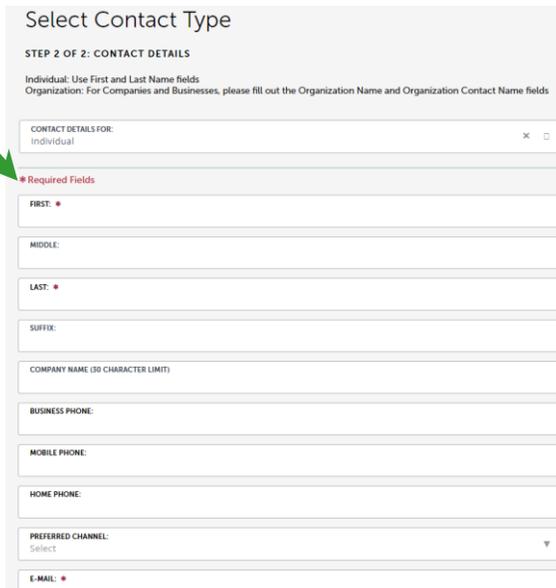
I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

5. Select the contact type.



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.



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

Your account is successfully registered.

8. Login information displayed.

Congratulations. You have successfully registered an account.

Account Information

User Name: username
E-mail: username@clarkcountynv.gov
Password: *****
Security Question: _____

Contact Information

Contact Name: username@clarkcountynv.gov
Home Phone: 702-455-4314
Work Phone: _____
Mobile Phone: _____
Preferred Method of Contact: email

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status
Business Address		500 S Grand Central Parkway, 1st Floor	Active

9. 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
Business Address		500 S. Grand Central Pkwy	Active		

[Login Now](#) ←