

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

2	Home	Building	Business Licenses	Comprehensive Planning	Fire Prevention	Public Works
Clark Count	y Citizen Aco	cess			Announcements	Register for an Account Login

- 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.

	STEP 1 OF 2: ACCOUNT DETAILS	
	* Required Fields	
	USERNAME: *	
	E-MAIL ADDRESS: *	
	PASSWORD: *	
	TYPE PASSWORD AGAIN: *	
	ENTER SECURITY QUESTION: *	
	ANSWER: *	
<	☐ I have read, understand, and agree to the Terms of Service	>
	CONTINUE	

Login Information

5. Select the contact type.

Select Contact Type					
STEP 2 OF 2: CONTACT DETAILS					
Individual: Use First and Last Name fields Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields					
CONTACT DETAILS FOR: Select					
CC Department Contact	*				
Individual	L				
Organization	۰.				
PW Bond Company	•				

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.

Select Contact Type			
STEP 2 OF 2: CONTACT DETAILS	ADDRESS		
Individual: Use First and Last Name fields Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields	ADDRESS TYPE: * Select	v	
CONTACT DETAILSTOR: X D	ADDRESS LINE 1: *		
* Required Fields			
FIRST: •			
MIDDLE:	CITY: *		
LAST: *			
50/F0C:	Select	Ŧ	
COMPANY NAME (30 CHARACTER LIMIT)	ZIP CODE: *		
BUSINESS PHONE:			
MOBILE PHONE:	United States	× ¥	
HOME PHONE:			
	+ Add Address		
PRESERVED CHANNEL: Select	SUBMIT		
E-MAIL: *			

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.

Congr	Congratulations. You have successfully registered an account.						
Aco	Account Information						
User Name: E-mail: Password: Security Question:		use ****	username username@clarkcountynv.gov				
Co	Contact Information						
Cor use	ntact Name rname@clarkcountynv	-gov V M F	Iome Phone: 702-455-4314 Vork Phone: doblie Phone: Yreferred Method of Contact: email				
Cont	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 ✓ Contact Addresse	s List				
Showing 1-1 of 1					
Address Typ	e Recipient	Address	Status	Start Date	En
Business Address		500 S. Grand Central Pkwy	Active		
Login Now	←				