

How to Create a Citizen Access Portal account

This is how to create a Citizen Access Portal account on the Clark County website.

It is important to have a valid active company email address available which does not contain any individual's name for the account creation. The company email should be readily accessible to one or more people to maintain the account.

If you have questions, contact:

BDFabricatorsGroupDL@ClarkCountyNV.gov

Clark County Website Link:

<https://aca-prod.accela.com/CLARKCO/Default.aspx>

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Forgot password – If you have forgotten your password, click on the **"Forgot Password?"** located below the sign in fields. The temporary password you receive via email will be used twice. First to login and again as the **"Old Password"** when prompted to change the password. New passwords must be at least **"8 characters"** long and have at least **"1 special character"**.

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

Sign In

[Forgot Password?](#)☐ Remember me on this device[Not Registered?](#)[CREATE AN ACCOUNT](#)

Select either button to start the process

Forgot password – If you have forgotten your password, click on the **"Forgot Password"** located below the sign in fields. The temporary password you receive and again as the **"Old Password"** when prompted to change the password. New passwords must be at least **"8 characters"** long and have at least **"1 special character"**.

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

Login Information

Step 1 of 2: Account Details

Important Notice Regarding Citizen Access Portal Accounts

If you make changes to your Citizen Access Portal Account, you must remain associated with any permits that are still in process.

To avoid potential issues, we strongly recommend that you not add a new address to any permits in process. This will help ensure that the permits remain associated with your account.

* Required Fields

USERNAME*

E-MAIL ADDRESS*

PASSWORD*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION*

Select a question

ANSWER*

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

CONTINUE

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1. Create username for the company account (not an individual)

2. Use a valid active company general email address (not containing individual names) for use.

Examples: sales@; qc@; permits@; info@

Forgot password – If you have forgotten your password, click on the "Forgot Password?" located below the sign in fields. The temporary password you rec^d Global Search...

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

Login Information

Step 1 of 2: Account Details

Important Notice Regarding Citizen Access Portal Accounts

If you make changes to your Citizen Access Portal account, through account management please be aware that the original email address remains associated with any permits that have already been issued. Modifying your account information especially the email address can negatively impact permits that are still under review or under process.

3. Create a password 8-20 characters long which includes at least 1 symbol and capital letter

* 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 [?](#)

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4. Re-enter password

Forgot password – If you have forgotten your password, click on the **"Forgot Password?"** located below the sign in fields. The temporary password you receive and again as the **"Old Password"** when prompted to change the password. New passwords must be at least **"8 characters"** long and have at least **"1 special character"**.

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Login Information

Step 1 of 2: Account Details

Important Notice Regarding Citizen Access Portal Accounts

If you make changes to your Citizen Access Portal account, through account management please be aware that the original email address remains associated with any permits that have already been issued. Modifying your account information especially the email address can negatively impact permits that are still under review or under construction.

To avoid potential issues, we strongly recommend creating a new account a different email address is needed and then have the new email address added to any permits in process. This will help ensure your permit records moving forward correctly.

* Required Fields

USERNAME:

PASSWORD: *

TYPE PASSWORD AGAIN:

ENTER SECURITY QUESTION: *
Select

ANSWER: *

5. Select a security question or create your own.

Note- This should be general for the company/facility (not one individual)

6. Enter the answer to the security question.

7. Click here

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8. Click here



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Forgot password – If you have forgotten your password, click on the “**Forgot Password**” located below the sign in fields. The temporary password you receive will be emailed to you. You will need to change the password to a new one. The temporary password you receive will be emailed to you. You will need to change the password to a new one. The temporary password you receive will be emailed to you. You will need to change the password to a new one.

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

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 fields

Click here

CONTACT DETAILS FOR:

Select

Operating Entity

Organization

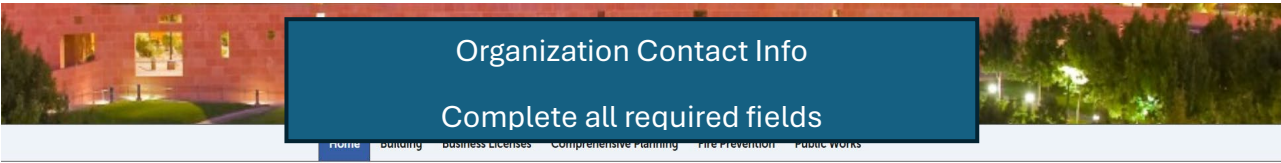
PW Bond Company

PW Escrow Owner

Referral Agency

Traffic Control Barricade

Scroll and select “Organization”



[Forgot password](#) – If you have forgotten your password, click on the ["Forgot Password"](#) located below the sign in fields. The temporary password you need and again as the ["Old Password"](#) when prompted to change the password. New passwords must be at least **8 characters** long and have at least **1 special** character.
[Locked account](#) – If your account is locked, please email: TechSystemSupport@ClarkCountyNV.gov for assistance. Resetting the password does not unlock your account.

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 fields

CONTACT DETAILS FOR:
Organization

* Required Fields

ORGANIZATION NAME*

ORGANIZATION CONTACT NAME

HOME PHONE:

BUSINESS PHONE*

MOBILE PHONE:

PREFERRED CHANNEL:
Select

E-MAIL*

FIRST:

MIDDLE:

LAST:

SUFFIX:

COMPANY NAME (30 CHARACTER LIMIT)

Add Address

SUBMIT

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1. Enter company name

2. Enter phone number

3. Enter the same company general email address (not containing individual names) used on the login information page above.

Examples: sales@; qc@ ; permits@; info@

4. Click here

COMPANY NAME (30 CHARACTER LIMIT)

ADDRESS | [Delete](#)

ADDRESS TYPE: Select

Home Address

Business Address

Mailing Address

Facility Address

CITY: *

STATE: Select

ZIP CODE: *

COUNTRY/REGION: United States X

Add Address

SUBMIT

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5. Click here

6. Select facility

COMPANY NAME (30 CHARACTER LIMIT)

ADDRESS | [Delete](#)

ADDRESS TYPE: Select

Home Address

Business Address

Mailing Address

Facility Address

CITY: *

STATE: Select

ZIP CODE: *

COUNTRY/REGION: United States X

Add Address

7. Select country/region

COMPANY NAME (30 CHARACTER LIMIT)

ADDRESS | [Delete](#)

ADDRESS TYPE: Facility Address

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE: NV

ZIP CODE:

COUNTRY/REGION: United States

Add Address

SUBMIT

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8. Enter physical address
of fabrication facility

COMPANY NAME (30 CHARACTER LIMIT)

ADDRESS | [Delete](#)

ADDRESS TYPE: Facility Address

ADDRESS LINE 1:

ADDRESS LINE 2:

CITY:

STATE: NV

ZIP CODE:

COUNTRY/REGION: United States

Add Address

SUBMIT

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Note: Click here to add additional
facilities info as needed.

9. Click here

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Forgot password – If you have forgotten your password, click on the "**Forgot Password?**" located below the sign up button. You will be prompted to enter the "**Old Password**" when prompted to change the password. New passwords must be at least "**8 characters**".

Locked account – If your account is locked, please email: TechSystemsSupport@ClarkCountyNV.gov for assistance.

[My Account](#) [Login](#)

Note: Account has been successfully created.

Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: Fabricators Int.
E-mail: permits@fabricatorsint.com
Password: *****
Security Question: Facility zip code

Contact Information

Fabricators Int.
permits@fabricatorsint.com
Home Phone:
Work Phone: 7024550000
Mobile Phone:
Preferred Method of Contact:

Contact Address List

▼ Contact Addresses

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	Address Type	Recipient	Address	End Date	Action
	Facility Address		1111 test st		

Note: Click here to login to new account.

[Login Now](#)

Please refer to additional how to guides for making fabricator applications and editing account information as needed.