

How to create a Citizen Access Account

The Clark County's Accela Citizen Access (ACA) Portal allows citizens, businesses, and visitors conducting business in Clark County to view and track details of various permitting, licensing, and planning cases online.

To use all services, you must register for an account. The non-registered users have access to limited services.

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

1. Click on *create an account* at the bottom of the home page or *register for an account* at the top.

Clark County Citizen Access

Announcements Register for an Account Login

Search...

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

Forgot Password?

Sign In

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

2. Enter account information. The fields with an asterisk are required to continue.
3. Review the Terms and Conditions. Select the checkbox "I have read, understand and agree to the terms of services" and then continue to complete the registration process.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select

ANSWER: *

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

CONTINUE

4. Select the contact type from the drop-down box and enter information into the required fields.
 - A company should be listed as an organization and then delegates should be added to the account.
 - Each person in the company that interfaces with Clark County will need their own account. They will be known as a delegate.
 - The delegate(s) can be added under account maintenance.
 - Companies should have a company email listed on their Citizen Access account such as NVHomebuilders@Nvhomebuilders.com rather than individual email such as JaneS@NVhomebuilders.com.

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
- Organization
- PW Bond Company
- PW Escrow Owner
- Referral Agency

5. Additional addresses can be added or select submit to continue.

+ Add Address

Submit

Back

6. Your account is successfully registered message should appear then select login now.



Congratulations. You have successfully registered an account.

Account Information

User Name: TESTACCOUNT101
E-mail: TESTACCOUNT@CLARKCOUNTYNV.GOV
Password: *****
Security Question: type of account

Contact Information

TEST TEST
Home Phone:
TESTACCOUNT@CLARKCOUNTYNV.GOV
Work Phone: 7024553024
Mobile Phone:
Preferred Method of Contact:

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Home Address		TEST ADDRESS	Active			

Login Now

7. Enter the username or email and password that were selected during the registration process.
8. Click the *sign in* button to continue.

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

Forgot Password?

Sign In