Registering an account on Accela, our Online Permit Portal

Accela usually opens at this 'Sign In' screen. Click "Create an Account" to register for a new account.

That opens up the "Login Information" page, where we set a password for Accela and an email address to use as our user-name. Fill out the forms with your own information.

It also wants a security question. This is the question Accela will ask if you lose your password, to prove it's really you.

Click the "Terms of Service" link to make sure you understand Accela's terms of service. Click the checkbox when you're done, and click "Continue".
Now it will ask you who you're applying for. It's safe to just click "applicant." That opens up a new set of fields to fill out. It's helpful to do this now, but you don't actually need to fill out anything except your name and email at this stage.

Click Submit

Once you see this green window, you're all set! Now you can navigate to your permit or log out. Just make sure you remember your email and password next time so you can log in.