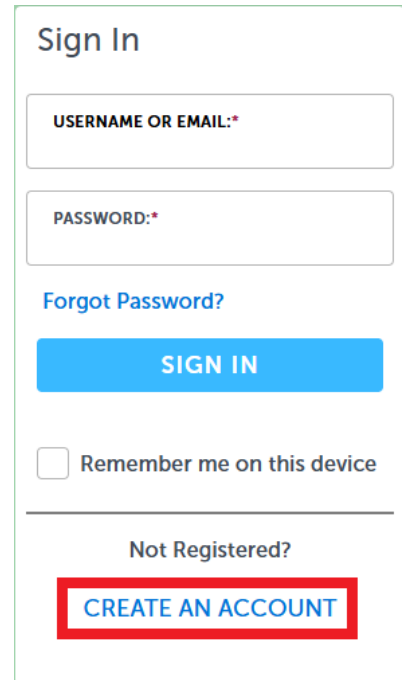


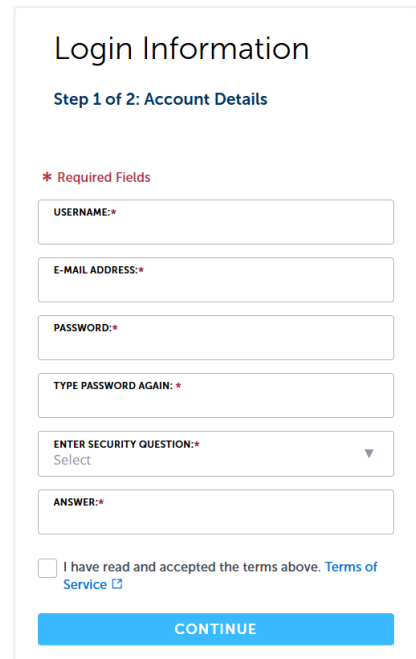
How to Create an Accela ACA Portal Account

1. Go to <https://aca-prod.accela.com/oaklandco>
2. Click on “CREATE AN ACCOUNT” under the Sign In section.



The screenshot shows the 'Sign In' page. It features two input fields: 'USERNAME OR EMAIL:*' and 'PASSWORD:*'. Below these fields is a link for 'Forgot Password?'. A blue 'SIGN IN' button is positioned below the password field. At the bottom of the form, there is a checkbox labeled 'Remember me on this device'. A horizontal line separates this section from the 'Not Registered?' section, which contains a red-bordered button labeled 'CREATE AN ACCOUNT'.

3. Fill in your account details by:
 - a. Creating a username
 - b. Entering your email
 - c. Creating a password 8-20 characters long
 - d. Confirming the password
 - e. Choosing a security question
 - f. Entering an answer to your security question
 - g. Read and accept the [Terms of Service](#)
 - h. Click Continue



The screenshot shows the 'Login Information' page, specifically 'Step 1 of 2: Account Details'. It lists '* Required Fields' and includes several input fields: 'USERNAME:*', 'E-MAIL ADDRESS:*', 'PASSWORD:*', and 'TYPE PASSWORD AGAIN: *'. There is also a dropdown menu for 'ENTER SECURITY QUESTION:*' with 'Select' as the current selection, and an 'ANSWER:*' field. At the bottom, there is a checkbox for 'I have read and accepted the terms above. [Terms of Service](#)' and a blue 'CONTINUE' button.

4. Select the appropriate account type: Individual or Organization

a. For an Individual enter:

- i. First name
- ii. Last name
- iii. Primary phone number
- iv. Email
- v. To add an address:
 - 1. Click Add Address
 - 2. Select Address Type: Mailing
 - 3. Enter your number and street
 - 4. Select the state
 - 5. Enter the city
 - 6. Enter the Zip Code
 - 7. Enter the recipient's name
- vi. Click submit

- Individual
- Organization

* Required Fields

FIRST:*

MIDDLE:

LAST:*

PRIMARY PHONE:*

WORK PHONE:

SECONDARY PHONE:

E-MAIL:*

Add Address

SUBMIT

ADDRESS | Delete

ADDRESS TYPE:*

Select

ADDRESS LINE 1:*

STATE:*

Select

CITY:*

ZIP CODE:*

RECIPIENT:*

COUNTRY/REGION:

United States

Add Address

SUBMIT

- b. For an Organization enter:
 - i. Name of Business
 - ii. Primary phone number
 - iii. Work phone number
 - iv. Email
 - v. To add an address:
 1. Click Add Address
 2. Select Address Type: Mailing
 3. Enter your number and street
 4. Select the state
 5. Enter the city
 6. Enter the Zip Code
 7. Enter the recipient's name
 - vi. Click submit

ADDRESS | [Delete](#)

ADDRESS TYPE:*
Select ▼

ADDRESS LINE 1:*

STATE:*
Select ▼

CITY:*

ZIP CODE:*

RECIPIENT:*

COUNTRY/REGION:
United States × ▼

Add Address

SUBMIT

- Individual
- Organization

* Required Fields

NAME OF BUSINESS: *

DBA/TRADE NAME:

PRIMARY PHONE:*

WORK PHONE:*


SECONDARY PHONE:

E-MAIL:*

Add Address

SUBMIT

5. Congratulations! You have set up an Accela ACA account. A page will be displayed with all of the information you have entered.

 Your account has been successfully Created. You can login immediately using your User Name and Password

Your account has been successfully created.
You can login immediately by clicking on Login near the top of the page.

Account Information

User Name: testuser3
E-mail: testuser3@oakgov.com
Password: *****
Security Question:
To what city did you go the first time you flew on a plane?

Contact Information

testing Home Phone: 1234567891
testuser3@oakgov.com Work Phone: 1234567891
Mobile Phone:


Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
	Mailing	123 1st street	Testing	Active

6. You can now log in using the log in link in the top right.


[Register for an Account](#) [Login](#)

7. Enter your username or email and password and click sign in.

Sign In

USERNAME OR EMAIL:*
testuser3@oakgov.com

PASSWORD:*
.....

[Forgot Password?](#)

SIGN IN

8. Your dashboard will then be displayed.

Home Environmental Health

Dashboard My Records My Account **Advanced Search** ▾

Hello, testuser3

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work In progress ⓘ [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				